

Part-time Sexton (Cleaning and Maintenance) Position Description

St. Paul's Episcopal Cathedral

139 Pearl Street

Buffalo, NY 14202 www.spcbuffalo.org 716.855.0900 teresa@spcbuffalo.org

General Description

The part-time sexton (cleaning and maintenance) will work with the another part-time sexton (cleaning) to keep the St. Paul's Cathedral campus clean and orderly, including the grounds. "Campus" refers to the Cathedral building, St. Paul's Cathedral Flickinger Ministry Center and Cathedral Commons Apartments. In addition, the part-time sexton will be responsible for general handiwork and basic maintenance.

Responsibilities (will include, but not limited to the following)

- keep all entrances, areas around the buildings and yard clear of debris/litter;
- rotate vacuuming/sweeping/mopping/dusting (at least once a week & more if needed) in in all areas of the campus;
- disinfect areas after a group activity in a timely manner;
- clean all bathrooms and kitchen areas based on a building use schedule and replenish supplies as needed;
- assist with special service and event set-up and tear down;
- maintain grounds by mowing the lawn, weeding where necessary, cleaning flowerbeds, and removing snow;
- open and close buildings as needed;
- respond to alarms when contacted by the monitoring company;
- oversee and complete painting projects;
- complete carpentry projects such as replacing door knobs;
- repair minor electrical issues that do not require a licensed electrician;
- repair minor plumbing issues that do not require a licensed plumber; and
- track and coordinate maintenance of mechanical systems such as the furnaces and water heaters.

Hours

20 Hours /week

The schedule may include a combination of daytime and evening hours and one weekend day per week. The schedule and number of hours will vary based on activity schedule. A more definite schedule will be determined as part of the hiring process.

Compensation

\$18.50/hour starting and will be reviewed on an at least an annual basis

Education and Experience

High School diploma or GED with three years related experience or training.

Skills

The candidate must:

- possess maintenance, repair and grounds maintenance skills;
- have the ability to read, communicate, comprehend and carry out instructions;
- demonstrates interpersonal skills;
- be a self-starter, capable of taking initiative while at the same time being responsible and accountable to other staff members with whom he or she will be working; and
- have a valid driver's license.

Please send resume to Teresa Carter, Cathedral Administrator (teresa@spcbuffalo.org).