



Title: Sexton
Reports to: Facilities Manager

Support Staff: Non-Exempt, FT or PT
Date Effective:

Position Description:

Under direction of the Facilities Manager ensures that facility support needs for all church programs are adequately met and that all Truro owned buildings and grounds are properly cleaned and maintained.

Duties and Responsibilities:

- Responsible for ensuring outdoor and inside areas are clean
- Responsible for cleaning offices ones a week
 - Trash removal
 - Vacuuming
 - Cleaning/dusting all surfaces
- Performs maintenance tasks around campus including but not limited to:
 - Painting
 - Repairing
 - Fixing
 - Moving
 - Snow Removal
 - Occasional landscape maintenance
- Ensures that Truro facility is properly maintained and cleaned for all church programs including:
 - Furniture
 - Lighting
 - Heating
 - A/C
 - Kitchen
- Helps set up special events when asked
- Provides security checks while on campus
- Ensure doors are locked according to current protocol
- Additional duties assigned by the Facilities Manager

Preferred Experience, Skills and Training:

- Ability to speak, read and write in English

- Ability to work alone in little supervision throughout a work shift
- High School diploma or equivalent.
- Drivers license – must meet insurance underwriting requirements.
- 1-3 years experience in facility maintenance desired
- Is detail oriented
- Performs tasks efficiently in a highly changing and fast paced environment

Physical Demands/Work Environment:

- Must be able to access all areas of Truro's campus and buildings. This requires the ability to crawl in a very tight space, climb ladders and stairs, and walk through fields and brush
- Must be able to lift 50 pounds over head.
- Must be able to complete a full shift of physical work.
- Must be able to work inside or outside in any weather.

Special Notation:

All job descriptions are subject to change when the current AOM structure changes, and/or new staff members arrive, and/or at the discretion of the Rector.