

Rincon Congregational United Church of Christ Employee

Sexton

Rincon Congregational United Church of Christ is a progressive faith community, an Open and Affirming, and Just-peace Church. Since Rincon was founded in 1955, it has been committed to be a leader in social justice, and community outreach. Known for its extensive Faith Development ministries for all ages, extravagant welcome, and radical inclusivity, Rincon is a diverse and spirited church. As a United Church of Christ, we boldly proclaim, "No matter who you are or where you are on life's journey, you are welcome here."

The Sexton reports to and is directly supervised by the Director of Church Administration. This is a part-time position of 9 – 10 hours per week. This position is not eligible for benefits.

Areas of Responsibility

The Sexton is responsible for the overall cleanliness of the campus buildings including: the sanctuary, fellowship hall, offices, bathrooms and classrooms, minor maintenance, restocking of paper products and soaps in bathrooms, and other assigned tasks. Time away/unpaid leave must be negotiated on a timely basis.

Specific Duties

- The Sexton will consult with the Director of Church Administration regarding specific needs including set up and will assure that rooms are properly set up for functions.
- Clean classrooms, offices and bathrooms two to three times weekly.
- Thoroughly clean sanctuary and Fellowship Hall following scheduled events.
- Minor maintenance in consultation with the chair of Buildings and Grounds.

Qualifications

Ability to work with others.

Cleaning experience.

Employment is subject to a background check.

May 2019e