



Sexton/Custodian, Part-time (Job-sharing considered) All Saint Episcopal Church of the North Shore, Danvers

SCOPE OF POSITION: The custodian/sexton will perform janitorial tasks; cleaning and preparing rooms for daily use and events including cleanup; work with other staff, as well as offering hospitality to members and guests requesting specific needs. Duties can be both indoor and outdoor in all-weather conditions. The position requires handling cleaners, solvents, and fuels. This position is supervised by the Rector, but will at times receive requests from all staff members, as well as church members and guests.

COMPENSATION: \$16/HR, Paid Vacation & Sick Time, Holiday; Time to be arranged (split shift) Christmas Eve; Additional hours may be required for special, seasonal & holiday events & maintenance projects.

RESPONSIBILITIES

The following list is not intended to be all inclusive.

Perform daily janitorial duties such as cleaning restrooms, vacuuming, dusting, window washing, floor washing, and general cleaning of church and parish halls.

Cut and trim grass, remove leaves from grass/under bushes

Clean sidewalks of snow using both a snow blower & shovel and salt as directed

Set up/breakdown of tables & chairs and clean-up for meetings and activities held at church.

Order supply items when they need to be replenished

Advise Rector of any and all repairs required

All other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES

Ability to engage with staff and parishioners

Ability to work as a team member with other staff, members and guests

Ability to follow written and verbal instructions

Ability to work independently

Ability to operate tractor mower, push mower, various lawn maintenance equipment, snow blower, floor maintenance equipment, and other minor equipment

MINIMUM QUALIFICATIONS

High School Diploma or Equivalent

Ability to read and speak English

Driver's License and have own vehicle

Ability to lift and carry 50 pounds

Minimum of five years in custodial and maintenance work preferred

Experience working in a church or school environment highly preferred

APPLY NOW

Resumes, 3 references & questions to:

Martha Maysek, Parish Administrator

All Saints' Episcopal Church of the North Shore

46 Cherry St., Danvers, MA 01923

Submission deadline is February 15, 2017.