

United Church of Chapel Hill

Church Sexton

United Church of Chapel Hill is searching for a Church Sexton to keep the church building and grounds clean, orderly, and safe for our congregation and community members. This person will be responsible for carrying out regular cleaning, maintenance, and set-up duties for the church and the United Church Preschool. The Sexton will ensure the facilities are prepared to welcome church and community members to worship, fellowship, and other activities held on the premises.

United Church of Chapel Hill is a congregation of more than 800 members with two regular worship services on Sunday mornings, including a Spanish language ministry. Our congregation is highly committed to racial equity, celebrating the LGBTQ community, and elevating women's voices for proclaiming the Gospel. Interested candidates should send a resume and letter of interest to Church Administrator Kati Ruark at kruark@unitedchurch.org.

Job Description

The Church Sexton will be responsible for:

- Regular cleaning and maintenance of church building and grounds, including:
 - Cleaning floors and surfaces in bathrooms, offices, kitchens, classrooms, hallways, and large spaces (Sanctuary, Fellowship Hall, and Assembly Hall)
 - Collection and removal of trash and recycling from building
 - Removal of litter from grounds
 - Light bulb replacement
 - Minor plumbing work (e.g., unclogging toilets)
 - Repairs on furniture, fixtures, and equipment, as appropriate
- Set-up and clean-up for church-sponsored events, including chairs and tables, podiums, A/V equipment, etc.
- Occasional/seasonal work, including:
 - Shampooing carpeted floors, stripping/waxing concrete or tile floors
 - Window washing
 - Assistance with holiday/seasonal decor installation or take down
 - Assistance moving furniture
 - Painting
 - Outdoors: removal of leaves from gutters/roof; lawn/garden work; power washing
- Maintaining appropriate inventory of cleaning and maintenance supplies
- Working with Church Administrator (and occasionally other staff/lay leaders) to determine cleaning and repairs needs and scheduling
- Other duties and projects as needed and appropriate

Core Competencies

The Church Sexton must:

- be able to manage time and workload to meet all the cleaning, maintenance, and set-up needs of the church on a weekly basis.
- be able to identify/anticipate cleaning and maintenance needs in the building and take initiative to address them. This person should be able to communicate those needs clearly to the Church Administrator (or others, if appropriate) when necessary.
- carry out duties with care, respecting the property of the church, preschool, and other individuals.
- be flexible and be able to prioritize urgent/emergent needs in the building.
- be able to work collaboratively with the Church Administrator and others, and be receptive to feedback related to job performance.
- be a generally friendly and helpful presence in the building.

Additionally, the position will require:

- Ability to lift/move ~50lbs; to climb ladders and stairs; and to bend, push, and pull
- Ability to use hand and power tools and equipment (experience doing so preferred)
- Ability to occasionally work outdoors in all seasons

Preferred Qualifications

- 2+ years of experience in facilities maintenance or janitorial services
- Valid driver's license

Terms of Employment

- Full-time (35-40 hours/week)- weekly schedule to be determined and may vary based on needs of the church and preschool
- Hourly rate: \$18
- United Church will contribute 12% to Pension Boards Annuity and will pay a portion of health, life/disability, and dental insurance premiums. Benefits may be subject to change.
- Direct supervisor: Church Administrator

To apply

Interested candidates should send a resume and letter of interest to Church Administrator Kati Ruark at kruark@unitedchurch.org or 1321 Martin Luther King, Jr. Blvd. Chapel Hill, NC 27514. Applications will be accepted until the position is filled.