



SAINT PAUL'S EPISCOPAL CHURCH

Job Title: Sexton
Reports to: Facilities Coordinator
Employment Classification: Full-time
Average Hours Per Week: 20
Employment Status: Regular, Non-Exempt

Summary of Position:

Clean and secure any and all facilities including buildings, grounds and property.

Essential Duties and Responsibilities:

- Responsible for day to day security (opening and closing buildings) and cleaning.
- Responsible security, set up and clean up for special events as assigned either during or after regular business hours.
- Responsible for minor repair work as assigned.
- Supports any and all ministries meeting in buildings or on outside property.

Qualifications:

- High School diploma or equivalent.
- Janitorial and/or building maintenance experience preferred.
- Must be able to operate general appliance and machinery.
- Must be able to lift up to 50 pounds.
- Must be able to climb stairs and ladders.
- Knowledge of office machines and computers is a plus.

Work Environment:

- Requires standing and walking.
- Must be able to follow written and verbal instructions.
- Must be able to work with general public.
- Includes being able to work with other office staff, clergy and members of the church.
- Some weekend and holiday work required.

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