

**First Congregational United Church of Christ, Ashland**  
**Job Description**  
November 2017

**TITLE**

Sexton

**SUMMARY**

Cleans and maintains buildings and grounds of the First Congregational United Church of Christ Ashland.

**JOB DUTIES AND RESPONSIBILITIES**

Building

Opens and closes buildings for events, except when other persons are authorized to do so.

Adjusts thermostats and lighting.

Inspects and cleans sanctuary, kitchen, classrooms and rest rooms.

Plans with supervisor and Facilities Management Ministry Team seasonal tasks such as floor polishing, window washing, and painting touch ups.

Sees that safety devices such as fire extinguishers, smoke detectors and emergency lights are inspected as required.

Replaces light bulbs and fluorescent tubes.

Sets up and takes down needed chairs and tables for church meetings and usage by outside groups.

Removes rubbish from the premises for proper disposal.

Orders regular supplies through the office administrator; may purchase supplies as needed for maintenance.

Performs minor repairs and reports needs for major maintenance to the appropriate committee.

Provides needed services related to weddings, memorials, and funerals for which the sexton is compensated separately.

Grounds

Removes snow and ice from stairs and walks as needed.

Performs other responsibilities as directed and negotiated within the limits of the position and in collaboration with Facilities Management Ministry Team.

## **MINIMUM REQUIREMENTS**

### Knowledge of

Proper usage and repair of cleaning and maintenance products and equipment.

### Skill in

Operating maintenance and cleaning equipment.  
Using a variety of tools.

### Ability to

Read product labels and understand appropriate usage, including warnings.  
Make independent decisions when circumstances warrant it.  
Deal tactfully with staff, volunteers, members and guests.  
Make regular inspections of the buildings areas.  
Manage time and multiple tasks and projects.  
Lift, push, pull, and move equipment, supplies, etc., up to 25 pounds and transport up to 150 pounds with mechanical assistance.  
Sit, stand, bend, reach and move intermittently during work; work in slippery, wet conditions, indoors and out.  
Deal with frequent interruptions.  
Work beyond normal hours for planned functions of the church and emergencies.  
Supervise volunteers.

Complete other duties as assigned.

### Education

English language fluency in order to read and understand product labels and warnings; read and understand material safety data sheets.

### Experience

Must have one or more years' experience in cleaning and caring for a building.

### License

Valid Oregon Driver License.

This is an at-will position and is supervised by the Senior Minister.

Hours are currently 8-10 weekly, including some Sunday morning duties. Additional hours for memorials and special events are available.

**To apply**, please submit resume and cover letter describing why you would be a good fit.

Email to: [ucc\[at\]opendoor.biz](mailto:ucc[at]opendoor.biz) (Put "Sexton Search" in the subject line.)

Mail to: "Sexton Search" UCC Ashland, 717 Siskiyou Blvd., Ashland, OR 97520

**Tentative start date:** January 1, 2018