



ST PAUL'S CATHEDRAL
EPISCOPAL

Love Christ • Serve Others • Welcome All

JOB DESCRIPTION

| | | | |
|-------------|--|-------|----------------|
| Job Title | Part-Time Facilities Team Member (aka Sexton) | | |
| Reports to | Facility Manager and Director of Administrative Operations | | |
| FSLA Status | Non-Exempt | Hours | 20-25 hrs p/wk |

JOB PURPOSE

The Facilities Team Member's position plays a key multifunctional role in the life of the Cathedral. A Facilities Team Member is responsible for security, custodial, facility arrangements, hospitality, and maintenance tasks for the Cathedral and its campus. They are instrumental in the smooth operations of the many Cathedral programs and large urban campus, reporting directly to the Facilities Manager and the Director of Administrative Operations. Strong, positive communications skills are needed to ensure smooth operations and parishioner experience. Facilities Team Members must be able to work well with parishioners and staff, be able to work both under close supervision and with some autonomy, and work well under pressure.

Duties and Responsibilities

Functional Area

Percent of Time

Facility Arrangements

(30%)

- Insures that rooms and worship spaces are appropriately set up for scheduled activities of the Cathedral, including arrangement of furniture and set up of requested hospitality and audio-visual equipment.
- Ensures general cleanliness of the space.
- Insures that individual spaces and the entire campus are open and locked as appropriate.
- Patrols premises to provide an oversight as deterrent to vandalism and theft.

Custodial

(20%)

- Performs interior and exterior cleaning to insure that the Cathedral campus has a clean, efficient, and pleasant appearance.
- Maintains floors by vacuuming, carpet shampooing, spot treatment, mopping, etc.
- Cleans restrooms and ensures they are stocked.
- Empties trash receptacles in offices, meeting rooms, bathrooms, kitchen, and outside areas daily.
- Cleans, organizes kitchens as well as countertops, cupboards, and sinks to ensure sanitary and inviting conditions.
- Maintains equipment for facilities
- Defrosts, cleans, and cleans out refrigerators/freezers.
- Picks up trash and debris on Cathedral grounds
- Sweeps and or power washes walkways, sidewalks, and courtyards.
- Attends to general gardening needs.



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- Adheres to Punch List to insure consistent attention to assigned areas.
- Communicates with supervisors regarding facility needs (supplies, repairs needed, et. al).
- Attends weekly Facility Team Meetings.

Security (15%)

- Ensures the safety and security of people and property by monitoring all campus activities and being a visible presence.
- Refers matters to appropriate managers or security teams accordingly.
- Ensure that the campus is thoroughly patrolled.
- At the end of the day, makes final inspection of all doors to confirm they are locked and walks through all rooms to detect anyone remaining or concealed.
- Takes appropriate precautions to control access to locked areas.

Hospitality (25%)

- Displays a courteous and professional demeanor to all Cathedral visitors and staff.
- Prepares coffees, water for tea, punch, and other beverages for meetings and events.
- Aids in all areas of hospitality receptions and events, including room set ups, working with vendors, aiding during event with set up and clean ups.
- Participates in preparing food, plates and arranges food as directed and in an attractive manner.
- Ensures that food is handled with good sanitation practices, adhering to State and County regulations.

Maintenance and Special Projects (10%)

- Performs routine maintenance, including emergency repairs and special projects as assigned.
- Assures that equipment needed for custodial duties are maintained in good and safe condition.
- Aid in set up and utilization of AV assets in The Great Hall and The Guild Rooms for various events and to aid volunteers in their AV needs.

And other duties as assigned.

Qualifications

- High school diploma or equivalent.
- Ability to lift 50 pounds.
- Excellent verbal communication skills.
- Excellent customer service skills and the ability to work well with others and the public.
- Some janitorial experience preferred.
- Ability to work with people with different backgrounds and opinions in a welcoming and affirming environment.
- Food Handler's certification preferred, but will train.
- Passes background check and Safe Church training.



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Working Conditions

This is a non-office position which requires a good amount of walking, standing, lifting, and bending. There is also the need for moving up and down stairs on a regular basis. Weekend, holiday, and night work is required.

--Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Contact us at: employment@stpaulcathedral.org
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Get to know us: www.stpaulcathedral.org