

<b>Position Title:</b>  Sexton	<b>FLSA Status:</b> Part-Time Hourly 10 hours per week on a regular basis with exceptions noted not to exceed 35 hours per week
<b>Reports To (Position):</b> Pastor or a Council officer in the absence of a Pastor	
<b>Company:</b> Christ Evangelical Lutheran Church	
<b>Church Philosophy:</b> We are an ELCA congregation and fully support the philosophies of the greater church as can be found at ELCA.org. ELCA is one church body organized in three expressions — congregations, synods and the church wide organization. Each expression has its particular functions but all three together share a common mission of doing God’s work in the world and proclaiming the good news of Jesus Christ. Together, they ensure a solid foundation of leadership, active involvement in communities, opportunities for dialogue and diverse perspectives, creative partnerships, and support for members and ministries of the ELCA.	

<b>Purpose and role of job:</b>	To support the church, its employees and the congregation by performing facility and custodial and support.
<b>Principal Accountabilities/ Responsibilities:</b>	<p>Ensure that the doors are unlocked/locked all weekdays, before and after all worship services and before and after all events.</p> <p>Turn on the lights and verify that the HVAC system is on the correct setting for the season.</p> <p>Before outdoor services set up chairs. Following outdoor services return chairs to their proper storage location</p> <p>Check restrooms and kitchen areas for malfunctioning plumbing and fixtures.</p> <p>Check kitchen appliances to make sure they are all in working order.</p> <p>Check facility to make sure all doors and windows are in working order.</p> <p>Report needed repairs to the Property Committee</p> <p>Empty dehumidifiers in basement.</p> <p>Check lights and thermostats for proper settings making certain that the programmable thermostat is set properly following power outages or daylight savings time</p> <p>Replace light bulbs as necessary.</p> <p>Verify that light fixtures are in working order.</p> <p>Clean snow from sidewalks and door areas. Apply icy melt as needed.</p> <p>Other Duties</p> <p>Co-chair the Property Committee</p> <p>Assist with recycling as needed</p> <p>Assists with special events as needed</p> <p>Other duties may be assigned if necessary</p>

<b>Education and experience requirements:</b>	High school degree or equivalent preferred. Previous facilities experience a plus.
<b>Work Environment:</b>	Normal church environment.
<b>Physical Requirements:</b>	May be required to lift up to 30 pounds. Bending, squatting and overhead reaching is required. Ability to rotate hands, arms and back to wash windows, dust, vacuum and use a mop and broom. Must be able to climb an 8' ladder.
<b>Disclaimer:</b>	

<b>Evaluation</b>	<b>To be completed by the Human Resource Committee</b>
<b>Job Number:</b>	
<b>Grade Assignment:</b>	
<b>Market reference range:</b>	
<b>FLSA Status:</b>	Hourly
<b>Date Completed/ Revised:</b>	March 31, 2019