

# **HYDE PARK UNION CHURCH**

5600 South Woodlawn Avenue • Chicago, Illinois 60637  
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## **Sexton Job Description**

### **I. JOB TITLE**

Sexton

### **II. REPORTS TO**

The Sexton reports to the Pastor(s) and/or other staff as designated.

### **III. JOB SUMMARY**

The purpose of the Sexton is to keep HPUC building and grounds clean and orderly; monitor major building systems and perform basic preventative maintenance and repairs; keep Office Administrator advised of dangers/concerns about the condition and maintenance of buildings and grounds and of particular needs for the work of outside cleaning services. Set up the Sanctuary and rooms for church events. Set up for food pantry and occasional space sharing events with some extra hours and compensation. Help monitor building users. Perform weekly light and occasional cleaning in intervals between contract cleaning.

### **IV. JOB RESPONSIBILITIES**

#### **DAILY**

1. Keep all church entrances and yard clear of debris/litter/snow/ice. Keep leaves, sand, and dirt away from entrances. Clear away snow and ice.
2. Make sure all bathroom/kitchen areas are clean and have adequate supplies as needed.
3. Make sure all trash is emptied and recycled in appropriate manner.
4. Monitor heating/cooling thermostats making sure they are turned on or off as required.
5. Close and lock all appropriate doors after special events. Close and lock entrances, exits as required each day before leaving.
6. Maintain general awareness of building users and security.

#### **WEEKLY**

1. Prepare Church for services. (Fridays, Saturday and Sunday mornings)
2. Check and drain boilers, adjust as needed.
3. Monitor all lights and replace bulbs as needed.
4. Arrange chairs for services as required.
5. Setup tables/misc. for special services as requested.
6. Open building on Saturday and support Food Pantry. Lock up when done.

#### **AS NEEDED**

1. Coordinate with the Pastors, Church Administrator and Property and Finance Committee about building needs.
2. Report safety and repair issues.
3. Assist in taking down and putting back seasonal decorations.
4. Perform needed set-up and clean-up before and after weddings, funeral services and other functions.
5. Maintain liaison with space users about maintenance needs.
6. Perform routine maintenance and basic repairs.
7. Paint and maintain finishes.
8. Make sure all tools, lawnmowers etc. are properly maintained and stored appropriately.
9. Check drainage (gutters, downspouts, and basement sump pumps) and corrects if feasible.
10. Responds to emergency alarm in off hours as agreed with the P&F committee.
11. Other duties may be required.

OCCASIONAL (May require extra pay or compensatory time off)

1. Serve as liaison contact for technicians and tradesmen engaged to perform work on the Church property.
2. Open church for service or tradesmen and close and secure building after they leave.

## V. REQUIRED SKILLS AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill and ability required:

1. Education and experience – a qualified candidate must have a High School diploma or GED, and one to three years related experience or training.
2. The ability to read, communicate, comprehend and carry out instructions, short correspondence and memos.
3. Good math skills required – the ability to add, subtract, multiply and divide units of measure.
4. The candidate for this position must have adequate reliable transportation.
5. The candidate must be a self-starter, capable of taking initiative while at the same time being responsible and accountable to other staff members with whom he or she will be working.
6. The candidate must have the ability to interact with a diverse population of people.

## VI. PHYSICAL DEMANDS

The individual in this position must possess physical and sensory ability necessary to safely and successfully perform all essential job functions and responsibilities. This includes but is not limited to:

1. The ability to safely work with power tools such as drills, saws, mower, floor buffer and shrub trimmer.
2. The ability to climb steps and ladders as well as to bend, pull and push.
3. The ability to move and carry objects - to carry and lift up to 35 lbs.

*Affiliated with the American Baptist Churches, U.S.A., and the United Church of Christ*

Candidates for this position must complete a required background check. The individual hired will report to the Pastor(s) and/or other staff as designated.

#### VII. HOURS & COMPENSATION

This position will start at 20 hours per week, with the possibility of additional hours as needed. Compensation is \$18,000/year; \$20/hr. for extra service. Included are two weeks of paid time away combined sick leave and vacation time per year after 90 days of employment.

Satisfactory performance will be assessed initially at 90 days and six months. Thereafter an annual review will be used to assess satisfactory performance.

#### VIII. APPLICATION

Please send a resume and the name and contact information for three references to [office@hpuc.org](mailto:office@hpuc.org). Call the office at (773) 363 – 6063 if you have additional questions.