

## **Overview**

Holy Trinity Episcopal Parish welcomes everyone as a place for community, spiritual practice, social justice, and the arts. Among the social justice issues it works on are racial, gender and LGBT equality, ending gun violence, and promoting informed civic conversation. In addition to worship services, the church hosts meetings and cultural events. The Holy Trinity campus has a Nave/office building and a Parish Hall/Episcopal Day School building which is used daily for children ages 2 – Pre-K and EDS Staff. Applicants must Pass a DSS background check and comply with the P1 Safe Church Training upon employment.

The Holy Trinity Sexton serves part-time and is supervised by the Rector, working closely with the Jr Warden and all other staff, supporting the mission of the parish by providing for the cleanliness, room set-ups, maintenance, and safety of the buildings and grounds. Holy Trinity Parish also has St. Paul's Church in Pendleton. There may be times when assistance at St. Paul's will be requested.

## **Employment Classification and Schedule:**

Contract Labor. Workdays are mainly Tuesday and Thursday with 12-14 hours / week. Working hours should be arranged with the Rector to accommodate responsibilities with a target of 14 hours per week and not to exceed 20 hours per week.

## **Required Skills and Experience**

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

Education and experience -High School diploma or GED, with one to three years related experience or training. The ability to add, subtract, multiply and divide units of measure, read, communicate, comprehend and carry out instructions, short correspondence and memos.

Ability to Trouble-Shoot & Problem Solve maintenance related issues. This includes the ability to make recommendations on how to best resolve outstanding matters.

The candidate for this position must have adequate reliable transportation.

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.

**Physical Requirements** - The position involves work in a wide range of conditions that can be physically demanding. The Sexton must be able to:

Lift/carry/push weights up to 50 lbs. Climb, crawl, stoop and kneel.

Tolerate exposure to heat and cold and inclement weather.

Operate and properly maintain power tools and other equipment.

## **Personal Qualities Needed**

Strong relational skills, service orientation, and a positive personal chemistry; must be comfortable guiding the work of a wide range of people including volunteers from the parish.

The candidate must enjoy working with others (including children), but also be comfortable working at times alone.

Although Holy Trinity is a religious organization, employee's personal religious affiliation is not a factor in the hiring or ability to perform this role. However, sensitivity to the identity and mission of Holy Trinity is necessary for effectiveness in this role.

Absolute dependability, ability to communicate clearly, and honesty required. The responsibilities listed above are representative of the job, may change from time to time, and are not intended to be all-inclusive.

## **Tools Used**

Holy Trinity will provide supplies and materials needed for cleaning and painting. Maintenance tools required beyond light screwdrivers and wrenches will be provided by Contractor.

## **Essential Duties and Responsibilities**

### *Maintenance and Cleaning*

Serve as liaison contact for Service Personnel and Tradespersons engaged to perform work on Church property

Inspect and clean EDS classrooms and all campus restrooms daily (Tuesday and Thursday). This includes, but is not limited to, such duties as sweeping, dusting, minor repairs, changing light bulbs, patching & painting as needed, light plumbing repairs, hang / move pictures, carpet and floor cleaning and related functions.

Empty trash and recycling receptacles regularly.

### *Security & Safety*

Open, close, and monitor facilities use as requested, including lock-up and setting alarm as needed.

Help secure the entire Parish / Playground prior to major community events (i.e. Football Games, Clemson Downtown Festivals, etc).

Assure that safety devices such as elevators, fire extinguishers, smoke detectors, defibrillator, and emergency lights are inspected as required. Maintains a log of inspection dates.

### *Grounds Keeping*

General clean-up and maintenance of walkways, parking areas, entrances, and driveways.

### *Event Set-up/Break-down*

Set up furnishings and supplies as needed for parish events including, but not limited to, Worship Services, Christian Formation forums, Sunday Coffee, Social Hours, Vestry and committee meetings, Seasonal/Special dinners, and use of parish campus by outside groups.

When asked by the Rector or his/her designee, break down set-ups after the events conclude, storing away furnishings and supplies.

### *Other*

Perform other duties as assigned.

Order / Pick-Up Supplies as needed

Receive / Delivery incoming Packages

Maintain organized inventory of supplies

Attend special staff meetings.

Participate in periodic performance reviews by the Rector +/-or Jr. Warden, with regular goal-setting.