



Position Description

Position Title: Weekend and Evening Sexton

Department: Facilities

Classification: Part-time

Direct Report: Chief of Staff

Salary: \$24 an hour

Position Summary

The Weekend and Evening Sexton is a member of the facilities team at the Church of the Heavenly Rest. The position is responsible for facilities support Saturdays 9 – 5 pm and Sundays 11 – 7 pm. Additional hours include supporting some Weekday evenings. The Church of the Heavenly Rest is an Episcopal congregation in Manhattan that serves the Upper East Side, Upper West Side, and Harlem. The Weekend and Evening Sexton role provides invaluable support as part of a professional team providing, program set-ups, light maintenance, cleaning, hospitality, organizing and some security,

Responsibilities

With security open and close the church building

Clean 5th Ave and 90th street sidewalk (leaf, garbage, and snow removal)

Set up and break down of Church programs, rentals, and worship times

Housekeeping of Church worship, program, storage, common areas, and offices

Minor building repairs and general light maintenance

Maintain kitchen area (make coffee, clean coffee pots, load/unload dishes from dishwasher)

Minor landscaping on 5th Ave and 90th street

Some Security

Organizing supplies

Restocked supply closets

Garbage and recycling removal

Escorting building maintenance contractors, utility agents throughout the building

Delivering packages throughout the building

Delivering Thrift items to Thrift storage

Offer warm hospitality for visitors

Support the Church's Ministry

Experience

Facilities and building maintenance experience preferred

Church ^{of the} Heavenly Rest

Qualifications

- High School or equivalent degree
- Strong verbal and written communication skills
- Positive attitude and works well as part of a team
- Email and computer proficiency required
- Ability to lift 75 pounds
- Friendly and welcoming demeanor

Please send resume with inquiry to lthorpe@heavenlyrest.org. Please no calls.