

Sexton(Janitorial & Small Maintenance) (Downtown)

The sexton is generally responsible for the physical condition of the building and grounds. The primary focus is to maintain a safe and clean environment.

Varied work hours and overtime is common.

Physical capacity to lift up to 75 lbs. is common.

Flexibility, friendliness, cooperative attitude, excellent communication skills, and positive attitude are essential.

Occasionally a sexton must escort an unfriendly person from the property. The sexton must have the ability to respond to a large number of requests during the work day while continuing to achieve specific designated tasks.

Mechanical aptitude, self-starter, and ability to prioritize is beneficial. Knowledge of cleaning equipment, chemicals, plumbing, electrical and HV/AC are essential.

Basic computer skills including Microsoft office Outlook, Word and Excel are helpful.

Basic cleaning responsibilities includes toilets, sinks, floors, walls, bathroom stalls, sweep, run the scrubber, dust mop, wet mop, run sweeper, empty trash, clean various surfaces, vacuum, clean windows, strip floors, wax floors, buff floors, take out trash and clean carpets.

Additional responsibilities include light plumbing, electrical and HV/AC programming, replenish various supplies, making coffee, setting up rooms for special events (this includes chairs, tables and audio/visual equipment) and making sure the building is secure prior to leaving.

There are a variety of access codes, security codes and fire codes that must be memorized and maintained.

From time to time there are other duties and responsibilities that will be assigned by the supervisor to the individual sexton .

FULL-TIME POSITION WITH BENEFITS..... WE ARE SEEKING INDIVIDUALS WHO ARE ABLE TO WORK FLEXIBLE SCHEDULES,BACKGROUND CHECK IS A REQUIREMENT UPON EMPLOYMENT BUT DOES NOT DISQUALIFY YOU.

PLEASE SEND RESUMES TO JOSH.E@ST.DAVE.ORG , LOOKING TO FILL POSITION QUICKLY.