



Custodian Position Description – Church of the Redeemer

I. JOB SUMMARY

The purpose of the Sexton is to support the mission of the parish by being an onsite presence during worship, parish programming, including The Common Table and when the building is rented. Be a positive representative to the wider community.

Additional roles include clean areas not included in the outsourced cleaning contract; keep the sidewalk, ramps and stairs clean and free of debris or hazards; maintain supplies; keep all areas tidy and cleared of clutter and performing basic preventative maintenance and repairs.

Keep Operations Manager advised of dangers/concerns about the condition and maintenance of buildings and grounds.

Keep and maintain a 30-day supply of regularly used cleaning and maintenance supplies.

II. JOB RESPONSIBILITIES:

DAILY

- a. Walk through the building to check for anything that might be unusual or out of place and address these as needed, reporting issues to
- b. Keep all church entrances clear of debris/litter.
- c. Make sure all bathrooms/kitchens are clean and have adequate supplies as needed.
- d. Clean areas not included in outsourced maintenance contract -
Second floor bathroom; upper kitchen; CT supply room; small meeting room
- e. Make sure all trash is recycled in appropriate manner and ready for pickup.
- f. Monitor heating/cooling thermostats making sure they are turned on or off as required.
- g. Close and lock all appropriate doors before leaving. Close and lock entrances, exits as required each day and after events.
- h. Undertake daily inspection and record in Fire Log Book.
- i. Maintain inventory of supplies and equipment for the Parish – office, property and Common Table.

WEEKLY

- a. Open and close church before and after functions.
- b. Prepare Church for services. (Fridays)
 - 1. Prepare Chancel and Nave as determined by the Liturgical staff
 - 2. Monitor all lights and replace bulbs as needed.
 - 3. Set up tables/misc. for special services as requested
 - 4. Tidy the space following events and worship
- c. Clean doors and windows within reach
- d. Provide inventory list of needed supplies to Operations Manager
- e. Undertake weekly inspection and record in Fire Log Book

AS NEEDED

- a. Report safety and repair issues
- b. Assist in taking down and putting back seasonal decorations
- c. Perform needed set-up and clean-up before and after all rentals, weddings, funeral services and other functions.
- d. Perform routine maintenance and basic repairs.
- e. Other duties may be required.

OCCASSIONAL

- a. Serve as liaison contact for technicians and tradesmen engaged to perform work on the Church property.