



# PARISH OF THE HOLY EUCHARIST

FALMOUTH ▪ FREEPORT ▪ GRAY ▪ YARMOUTH

## PARISH SEXTON Job Description

**POSITION DESCRIPTION:** Part-time, 19 hours/week, up to \$17.00/hour, Non-exempt status

**REPORTS TO:** Director of Buildings and Grounds

### **PRIMARY FUNCTION:**

The Sexton position provides cleaning services, including trash removal, floor mopping/ buffing, vacuuming, restroom cleaning, snow removal, light repair work, hall setup, etc. in the four churches, four parish centers, chapels, parish offices, and the rectories of the Parish of the Holy Eucharist.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Assists in keeping the facilities, including restrooms/hallways clean throughout the day.
2. Inspects and cleans walls for graffiti and markings.
3. Cleans hall kitchens including sinks, counter tops, and appliances.
4. Cleans and sanitizes restrooms including restocking of paper towels and toilet tissue.
5. Vacuums carpeted areas.
6. Dusts and cleans all surfaces including pews, furniture, musical instruments, light fixtures, and windowsills accessible without a ladder.
7. Table and chair set up and removal in parish halls.
8. Trash and recycling removal.
9. Cleans front doors and windows accessible without a ladder.
10. Mops and buffs kitchen, hall, church, bathrooms, and front office entrance floors.
11. Perform snow removal and outdoor work as needed.
12. Light cleanup of grounds as necessary.
13. Replaces all lightbulbs from fixtures accessible without a ladder.
14. Light repairs as needed/skilled.
15. Maintains an inventory of church supplies and orders more supplies as necessary.
16. Inspects facilities with each visit and reports problems to the Director of Buildings and Grounds.
17. Performs monthly, semiannual, or annual janitorial duties and projects as directed by the Pastor, Director of Buildings and Grounds or Parish Business Coordinator and in accordance with maintenance schedules.

266 FORESIDE ROAD • FALMOUTH, MAINE 04105-1729  
PHONE 207.847.6890

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18. Secures and stores all cleaning supplies and equipment after completion of cleaning.
19. Orders and maintains an OSHA and Parish Maintenance Department approved supply of all cleaning products necessary.
20. Maintains all cleaning equipment.
21. Fulfills other duties as assigned.

## **JOB REQUIREMENTS/POSITION SPECIFICATIONS:**

1. Is a practicing Roman Catholic or someone who respects and enthusiastically supports the mission and purpose of the Church and particularly, the Parish of the Holy Eucharist.
2. Ability to perform outlined tasks with minimal supervision.
3. Familiarity with cleaning/janitorial equipment and supplies and their safe use and storage.
4. Ability to work with a variety of constituents including children.
5. Ability to maintain confidentiality of all office records which may be accessible to individual.
6. Reliable transportation as this position is responsible for sites in Falmouth, Freeport, Gray and Yarmouth.

## **EDUCATION, TRAINING AND/OR EXPERIENCE:**

1. Must possess necessary janitorial skills and knowledge.
2. 2-3 years of experience preferred.
3. Proficiency in and/or ability to learn Microsoft Office software required.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT:**

The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Post Offer Physical is required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk and hear and climb stairs/ladders; balance, stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds floor to overhead and an occasionally lift and/or move up to 50 pounds floor to waist. Specific vision abilities usually required by this job include close, distance, color and peripheral vision, depth perception and ability to adjust focus.

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## **APPLICATION PROCESS:**

Applications will be accepted on a rolling basis until the position is filled. Applications should include a focused cover letter addressing the requirements listed in the linked Job Description, a resume, and contact information for three (3) professional references. All applications and nominations will be considered confidential. Please send as word or .pdf attachment to our Director of Buildings and Grounds, Alex Rose at [alex.rose@portlanddiocese.org](mailto:alex.rose@portlanddiocese.org). No phone calls please. All applications received will be acknowledged initially with brief email response.

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