

## **Sexton Job Description Cullowhee Baptist Church**

The sexton is responsible for the regular cleanliness of the church building in all areas inside the church. This work includes regular cleaning as well as supplemental tasks when extra time is available both of which are outlined below. The sexton will communicate with the secretary to maintain adequate cleaning supplies, paper products, and other items needed for general cleanliness. The sexton is also responsible for the home cleaning of rags and mop heads used during the cleaning process. Further, the sexton shall report any damages found or repairs needed to the supervisor.

### **Monday Tasks: 4 hours**

- In the Sanctuary
  - Vacuum all carpet including balcony
  - Sweep under pews and in choir loft
  - Dust pulpit furniture and instruments
  - Wipe down all window sills and radiator tops
  - Pick up any trash and papers to recycle
  - Sweep porch and walk
- Sanctuary floor
  - Clean, mop, and stock all bathrooms
  - Vacuum all carpet including stairs
  - Dust in classrooms and choir room
  - Empty trash and recycling
- First floor
  - Sweep/mop office floors
  - Empty trash and recycling
  - Clean, mop, and stock all bathrooms
  - Dry sweep the tile floor
  - Empty trash and recycling

### **Thursday Tasks: 4 hours**

- Fellowship Hall and Kitchen
  - Empty trash
  - Sweep and mop all tile floors
  - Wipe down all window sills and radiator tops
  - Vacuum the stage floor
  - Wipe any unclean surfaces in the fellowship hall or kitchen
- First floor
  - Clean, mop and stock all bathrooms
  - Sweep and mop all tile floors
  - Vacuum the children's classrooms and nursery
  - Clean the changing table in the nursery

- Clean the sink in the toddler room
- Dust in the classrooms
- Sanctuary floor
  - Clean, mop, and stock all bathrooms
  - Empty trash and recycling
  - Vacuum in sanctuary and foyer as needed
- Third floor
  - Empty trash and recycling
  - Vacuum all classrooms

**Tasks to Complete Regularly as extra time allows**

- Wash windows
- Deep clean the pews
- Mop wood floors under pews
- Clean and dust stairway railings and windowsills
- Clean fan blades in the fellowship hall
- Replace light bulbs
- Clean baseboards
- Dust picture frames

**Special Events, Wedding, Funerals**

The sexton will be given the first option to clean the church following a wedding or funeral or special event as needed. This extra work will be paid directly by the persons using the church and not as part of the church's pay for regular hours. The compensation will be \$34 for cleaning the sanctuary, or \$75 for cleaning the fellowship hall and sanctuary.

**Addendum:**

*This job description covers the most essential functions and duties. The supervisor may assign additional duties as needed. The church reserves the right to amend this job description and alter duties and responsibilities to match the needs of the church including working hours, days, tasks, and conditions.*

*Revised: July 2021*