



Colesville United Methodist Church  
52 Randolph Road  
Silver Spring, MD 20904  
**SEXTON POSITION**

*Job Description*

**JOB PURPOSE**

This position is responsible for the physical care and maintenance of Colesville United Methodist Church, including supporting the security procedures established by the Board of Trustees and keeping the Trustees and Pastor informed about any physical plant items requiring professional attention. This position works in cooperation with custodial, kitchen, and any other maintenance staff of the church.

Job posting will be open until May 14, 2018. Send resume/bio/interest letter to [Churchoffice@cumc.org](mailto:Churchoffice@cumc.org).

**JOB DUTIES**

- Set and modify intrusion alarms as needed to facilitate events at the church.
- Check with the Church Office Administrator and custodial staff regarding scheduled meetings and events to ensure meeting and event areas are clean prior to arrival of people.
- Act as First Responder to out-of hours alarms, when possible, or call for alternate back-up when needed, including calling 911 in cases of emergency.
- Monitor doors as people come in for meetings/events. (Specifically for evening meetings; other times may be added in the future.)
- Perform minor maintenance to include changing light bulbs, changing filters, minor repairs, touch up painting, etc. Keep the Trustees informed about any items requiring professional attention.
- Monitor work performed by professional service providers.
- Inspect all entrances, sidewalks and parking areas daily and remove miscellaneous debris and trash.
- Salt and de-ice entrances and sidewalks, when warranted, and in accordance with Trustee guidelines.
- Open Sanctuary and Anderson Hall and set heat/AC for use on Saturday and Sunday events and at other times as may be required for non-scheduled events.
- Set up and take down tables and chairs in Anderson Hall as required.
- Set up/cleanup for other events held in the church and on the grounds.
- Call and supervise contractors to do boiler, plumbing, HVAC, electrical work as required in accordance with Trustees guidelines.
- Potentially do heavy cleaning (strip/wax floors, carpet cleaning) as needed.
- Sweep and mop floor in Anderson Hall before and at the conclusion of an event.
- Anderson Hall and kitchen must be serviced after each use. All trash and garbage must be properly disposed of, floor cleaned, and grease trap properly maintained, including mopping of kitchen floor in Anderson Hall after each use and/or when necessary.

- Set up for rental events usually on the night before events, except when it interferes with Jamon School use of Anderson Hall. To include checking bathrooms, light sweeping, if needed, tables and chairs as ordered on rental agreement, A/V check. Some of these will only be done with the payment of additional fees as specifically covered by the rental agreement.
- Upon completion of shift, secure all doors and turn out all lights.
- Coordinate use and cleaning of kitchen for events with Church Secretary and Kitchen Team as needed and as covered in rental agreements.
- Assist in maintaining a clean building, including all areas of service, in conjunction with the Custodian. Employee ensures that all cleaning and maintenance supplies and equipment are in stock. Keep all supply storage areas organized and clean. Notify supervisor and/or cleaning supply service, as appropriate, when supplies are low.

#### MONTHLY

- Dust all ceiling vents and return air vents.
- Buff all the floors in the Educational Building, Anderson Hall, Parlor, Choir Room, Classrooms, and Hallways (if not contracted out by Trustees)

#### ANNUALLY (If not contracted out by Trustees)

- Strip/scrub and wax all vinyl floors throughout the facility.
- Professionally clean all carpeted areas.
- Clean interior and exterior building windows.

### **GENERAL QUALIFICATIONS**

The person occupying this position must:

- be of Christian faith and character
- have an appreciation for the polity of the United Methodist Church
- be comfortable as a team player
- be a self-starter and initiator
- Must have experience and skills commensurate with the duties above.