

# First United Presbyterian Church of Tarentum, Pennsylvania

## Position Description

**Title:** Church Sexton (Custodian)

**Purpose:** To provide the custodial cleaning and maintenance services for the church buildings.

**Relates and is accountable to:** The Pastor as Head of Staff and the Session through the Property and Personnel Committees.

**Employment Requirements:**

- Pennsylvania Clearances Acts 33 (Child Abuse) and 34 (Criminal History)
- FBI Criminal History Report if not a resident in PA for the last 10 years

**Responsibilities:**

1. To keep the buildings clean and well maintained on the inside and outside.
2. To prepare the worship space for Sunday morning worship.
3. To perform minor repairs.
4. To keep Property Committee informed of major repairs needed.
5. Emergency removal of snow on the occasion of a light snow with leaf blower and ensuring safe walkways on Sunday mornings and throughout the week.
6. Keep stock and submit orders for supplies.
7. Set-up/tear-down of events (funerals, luncheons, etc.)
8. And such other duties as may be assigned from time to time.

**Working Requirements:**

- Standing, sitting, lifting up to 50lbs, walking, kneeling, ability to climb stairs, ability to climb a ladder.
- General knowledge of cleaning and minor repairs.
- Ability to work Sundays, occasional events, and occasional holidays.

**Hours:** Part-time 20 hours per week during the program year and 15 hours during the summer.

**Paid Vacation:** One (1) week in the first (1<sup>st</sup>) year after six (6) months of employment. Two weeks after one (1) year. Three (3) weeks after six (6) years.

**Sick Leave:** Earned at one-half (1/2) day per month, up to six (6) days per year from date of employment.

**Paid Holidays:** New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day. Paid at 4 hours per holiday and agreed upon hourly wage.

**Extra Income:** Non-member and Member weddings as per the official church guidelines concerning non-member and member weddings.

**Evaluation:** 30 day probationary period with a review after those 30 days. Subsequently performance reviews will be conducted annually by the Session Personnel Committee. The Session Personnel Committee will annually review the adequacy of compensation for final approval by the Session.

**Approved: 07-28-2022**