



2860 Coventry Road, Shaker Heights, Ohio 44120  
216.921.3510 • [www.plymouthchurchucc.org](http://www.plymouthchurchucc.org)

Rev. Dr. Matthew Wooster  
Senior Minister

Pastor Dillon Shipman  
Designated Associate Minister

Leslie Szalay  
Director of Christian Education

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*"My house is a house of prayer for all people." (Isaiah 56:7) • An Open and Affirming Congregation*

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## Church Sexton Job Description

### Summary

Plymouth Church of Shaker Heights, an opening and affirming and just peace congregation ([www.plymouthchurchucc.org](http://www.plymouthchurchucc.org)) is seeking a dedicated individual for the role of Church Sexton to perform a variety of duties including cleaning and security of the Church facilities to ensure the facilities are properly cared for and operate smoothly. The work will focus on high traffic areas of the building, which require regular cleaning and floor maintenance. This is an hourly paid position with competitive compensation and healthcare and retirement benefits.

This position reports to the Facilities Manager.

To apply, please send a cover letter and résumé to the Personnel Committee, Chair at [jmarkt@diseco.com](mailto:jmarkt@diseco.com).

### Essential Responsibilities

Listed below are the essential duties of this job. Other duties may be assigned. To successfully perform this job, an individual must be able to perform each essential duty satisfactorily.

#### Janitorial/Cleaning (70%)

1. Responsible for weekly cleaning of the following areas:
  - a. Sanctuary
  - b. Chapel
  - c. Candy Circle Conference Room
  - d. Parlor rooms
  - e. Main Office
  - f. Employee offices
  - g. Room 102
  - h. Room 104 (Library)
  - i. Main & serving kitchens.
  - j. 1<sup>st</sup> Floor Atrium Entrance
  - k. 2<sup>nd</sup> floor Atrium Meeting space
  - l. Christian Education (2<sup>nd</sup> floor) classrooms, bathrooms, and offices.

2. Maintain clean restrooms on the 1<sup>st</sup> & 2<sup>nd</sup> floor with supplies including:
  - a. Paper Towels
  - b. Toilet Paper
  - c. Hand Soap
3. Remove waste and debris from assigned areas of the Church.
4. Perform daily, weekly, monthly, and other scheduled cleaning needs as assigned.

#### Security/Safety (10%)

1. Open building by:
  - a. Properly disarming building alarm security system
  - b. Open interior doors as necessary
  - c. Turn on building lights in areas of work.
2. Close building by
  - a. Turning off building lights
  - b. Closing interior doors
  - c. Properly setting building alarm security system

#### Other Duties (20%)

1. Assist in preparation for special events Ash Wednesday Meal, Memorial Services, etc.
2. Assist congregants/staff in general duties.
3. As requested, serve as a backup in the event of absence of Sexton or Facility Manager
4. Other duties as assigned.

#### Supervisory Responsibilities

This position has no direct supervision responsibilities.

#### Minimum Qualifications

Listed below are the qualifications required for this position and indicative of the knowledge, skills and abilities required to be successful in this position.

#### Education, Training and/or Experience

1. Minimum of three years' work experience in similar professional positions
2. Experience operating burglar, fire, building alarm systems.
3. High School Diploma/GED required.
4. Valid driver's license required.

#### Personal Skills and Abilities

1. Ability to deal effectively and professionally with conflict, interruption, continual change
2. Good interpersonal communication skills
3. Ability to work well in a team-based environment to support the mission of the Church.

4. Work in a cooperative, effective, & professional manner with Church stakeholders
5. Availability to work overtime, holidays and weekends as needed.

#### Preferred Qualifications

1. Two (2) years or more experience working in a similar position within a Church, University/College, hospitality, or event management company.
2. Experience working in a historic building or facility.

#### Physical Demands

The demands listed below are representative of those that must be routinely met by an employee to successfully perform essential duties of this position.

1. Able to occasionally move items weighing 50 – 75 pounds, including furniture & equipment.
2. Bending, stooping, shoveling, & climbing ladders, and stairs, as needed
3. Able to use manual equipment for moving furniture & equipment.

#### Working Conditions

Comfortable working inside & outside during the same work shift

1. Flexibility to accommodate increased seasonal workload.
  - a. Weekly work schedule as follows (approximately 30-40 hours per week):
    - i. Sunday: 8:30 AM – 2:30 PM
    - ii. Tuesday, Wednesday, Thursday: 1 – 9 PM
    - iii. Saturday: 8:30 – 2:30 PM
    - iv. Special Events, as needed.

Our organization is committed to equal employment opportunity. We do not discriminate against employees or applicants based on race, color, religion, gender/sex (including pregnancy, childbirth, and pregnancy-related conditions), sexual orientation, gender identity, national origin, age, physical or mental disability, veteran status, uniform service member status, genetic information, or any other status protected by law.