

## **Full-Time Sexton**

### **United Methodist Church of West Chester**

Are you someone who takes pride in creating a clean, welcoming space? Do you enjoy hands-on work that supports a greater mission? The United Methodist Church of West Chester is seeking a **Full-Time Sexton** to care for and maintain our church facilities and the United Methodist Children's Center.

This role is essential in ensuring the cleanliness, safety, and overall appearance of our campus. You'll play a vital part in helping us provide a welcoming environment for worship, learning, and community outreach.

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#### **Key Responsibilities**

- Maintain cleanliness and order in all offices, meeting spaces, worship areas, and classrooms
- Sweep, mop, vacuum, and sanitize as needed (including bathrooms, railings, steps, and doorknobs)
- Remove trash and recycling; ensure proper disposal and cleanliness of bins.
- Restock supplies (e.g., soap, paper towels, toilet paper) in restrooms and kitchens.
- Maintain lighting, and general building upkeep.
- Follow OSHA regulations for use of cleaning chemicals (labeling, storage, PPE, etc.).

#### **Event & Worship Setup**

- Set up and break down tables, chairs, and equipment for worship services, funerals, weddings, and church events.
- Ensure sanctuary and fellowship areas are tidy and ready for use.
- Assist clergy or staff with audio/visual setup as needed.

#### **Building & Grounds Maintenance**

- Perform minor repairs or coordinate with vendors for facility repairs (e.g., plumbing, electrical).
- Maintain church grounds: snow removal, leaf blowing, and basic landscaping.
- Maintain clear walkways to prevent slips and falls, especially during inclement weather (compliant with OSHA general duty clause).
- Complete seasonal deep cleaning projects.

#### **Health & Safety Compliance**

- Follow OSHA and local health department regulations for janitorial practices and workplace safety.

- Ensure all walkways, emergency exits, and fire extinguishers are accessible and clearly marked.
- Conduct periodic safety checks and report hazards or maintenance needs.
- Maintain Safety Data Sheets (SDS) for all cleaning products used.
- Use and store chemicals in accordance with OSHA's Hazard Communication Standard

### **Other Duties**

- Work flexible hours for special services and events (holidays, weddings, funerals).
  - Communicate with staff and volunteers about building needs or concerns.
  - Assist with seasonal decorating or church-related projects as needed.
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### **Qualifications**

- Strong work ethic, attention to detail, and a commitment to serving the church community
  - Ability to climb stairs and ladders, bend, push, and lift up to 50 lbs
  - Must be flexible with schedule, including availability for evening and weekend events.
  - Experience in custodial or facilities work preferred.
  - Background check is required for this position.
  - Work week is 32-40 hours a week.
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### **Compensation & Benefits**

- \$25 per hour
- Paid Time Off
- Eligible for health, dental, vision and retirement benefits