**SAMPLE JOB DESCRIPTION**

 **ECC Sexton**

The Episcopal Diocese of San Diego Episcopal Diocese is a missionary community that dares to follow Jesus Christ in his life of fearless love for the world. Undeterred by borders or barriers, we are pilgrims with Jesus in relentlessly searching for others to befriend, know, and invite to Christ’s Eucharistic table of reconciliation and sacrificial love.

**Job Summary**

Under the direction of the Facilities Manager of the Episcopal Church Center (ECC), the ECC Sexton performs a variety of routine cleaning tasks in and outside the Diocese’s buildings; performs room set ups, contributes to the creation and maintenance of a safe and clean working environment for self and others; performs routine mechanical, electrical and plumbing systems repairs and performs other related work as assigned.

**Examples of Duties**

**Essential Functions and Responsibilities:**

* Empty trash cans and replace liners
* Keep trash cans (inside and out) clean
* Clean and sanitize kitchen counters
* Clean kitchen appliances
* Clean restrooms
* Keep toilet paper and paper towels in restrooms stocked
* Patrol grounds and pick up debris
* Keep sidewalks / parking lot / courtyard free of debris
* Prepare meeting rooms for events
* Other duties as assigned

**Nonessential Job Functions:**

* Advanced skills in the maintenance and repair of mechanical, electrical and plumbing systems.

**Qualifications**

**Knowledge, Skills and Abilities:**

Required Knowledge of:

* Basic cleaning techniques and equipment.
* Basic cleaning chemicals, interactions, danger signs and safe disposal methods.
* Safe lifting methods.
* Basic First Aid and safety practices
* Proper handling and disposal of material containing blood borne pathogens.

Required Ability to:

* Comply with established policies and procedures and support of the diocesan mission, goals and objectives.
* Understand and effectively follow both oral and written instructions.
* Use cleaning supplies and equipment in an accurate and safe manner.
* Work independently for long periods of time and as a positive team member.
* Communicate effectively orally and in writing.
* Use tact and diplomacy in interactions with the public including individuals who may display volatile behavior.
* Perform manual labor.
* Establish and maintain effective working relationships with those contacted in the performance of required duties.
* Perform the essential functions of the job without causing harm to self or others.

Required Skills:

* Possession of a valid Class C California Driver’s License and a satisfactory driving record desirable.

**Physical Requirements:**

Dependent upon assignment, the essential functions of this job are performed both inside and outside in various weather conditions, exposing incumbents to extreme heat or cold, or an arid atmosphere. Work may be performed on ladders and scaffolding; on uneven surfaces, under wet and slippery conditions, with hands submerged in water, around moving objects and vehicles or machinery with moving parts; and occasionally in confined spaces. Incumbents may be subjected to contact loud noise and vibration and are exposed to toxic or caustic solvents and chemicals, dust, fumes, smoke, gases, grease, oils and electrical energy and are occasionally bodily fluids, discarded syringes, feces, and volatile people.

Depending upon assignment, the essential functions of the job require incumbents to walk extended periods of time; to climb ladders, to stoop, kneel, crouch, crawl, and stand, to occasionally sit for extended periods of time; to extend arms and use upper extremities, finger dexterity and hand strength to reach; pick pinch and grasp tools and controls or to feel the attributes of objects by touch; to lift objects weighting up to 50 pounds; to carry objectives weighing up to 50 pounds; to push and pull objectives weighing up to 75 pounds; to hear and talk to receive and communicate instructions and other information; to bend and twist torso and rotate neck; to see objects clearly with one to twenty fee; using a full field of vision; good depth perception and the ability to view objects at night; and to operate vehicles and equipment requiring the use of both hands and fee.

**Required Experience, Education, Certificates and Licenses:**

* High school diploma or equivalent
* A Minimum of six months of related experience performing custodial, industrial cleaning or grounds maintenance duties.
* Ability to complete Safeguarding God’s People training (Provided by Diocese)
* Satisfactory results of background and reference check

**General Information**

**Part Time / Full Time:** Part time – scheduled hours are 15 hours per week

**Salary:** $15-16 /hour depending on qualifications

**Exemption Status:** Non-Exempt

**Healthcare Eligibility:**  Not Eligible

**Retirement:**  Not Eligible

**Vacation:**  30 hours per year

Sick Time: 30 hours per year

**DISCLAIMER:** The above described job/compensation elements are intended to indicate the general nature and levels of work being performed by employees assigned to the job. They are not intended to be an exhaustive list of duties, responsibilities and skills required of employees so classified. The Diocese retains the discretion to add to or change the duties and compensation of the position at any time. All Diocese employees are at-will employees; meaning they are free to resign at any time, with or without cause or reason. Similarly, the Diocese can terminate the employment of any employee at any time with or without cause, advance notice or reason.