

TRINITY LUTHERAN CHURCH  
CAMP HILL, PENNSYLVANIA

Number 1.20.10

Subject Job Description: Sexton

Effective Date 11/9/09

Committee Administration and Personnel

Name: Cindy Hammond  
Starting date: 6/16/2008  
Employee Classification: Hourly  
FLSA Status: Covered  
Compensation Status: Part-Time  
Work Hours: 16+ hours per week  
Lunch Period: ½ hour  
Supervisor: Senior Sexton

CHURCH ORGANIZATION

I. ORGANIZATIONAL RELATIONSHIPS

Responsible to the Senior Sexton.

II. GENERAL RESPONSIBILITIES

Perform tasks to maintain building cleanliness and security.

III. SPECIFIC RESPONSIBILITIES

- A. Secure the building and arm the security system, open the building and disarm the security system.
- B. Clean all areas of the buildings and grounds as assigned.
- C. Handle minor maintenance and repair work as assigned by Senior Sexton
- D. Arrange furniture for groups using the facilities
- E. Place audio/visual equipment as directed by the Senior Sexton.
- F. Provide coverage for weddings, special events and snow removal as required.
- G. Perform other duties as assigned by the Senior Sexton.

We have read and concur with the job description as written:

Administration and Personnel Committee Chair: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Employee: \_\_\_\_\_