

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 1.20.9

Subject Job Description: Sexton

Effective Date 11/09/09

Committee Administration and Personnel

Name: Russell Brown
Starting date: 11/12/07
Employee Classification: Hourly
FLSA Status: Covered
Compensation Status: Full-Time
Work Hours: 40 hours per week
Lunch Period: 1/2 hour
Holidays: Holiday Schedule B
Vacations: 10 days
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. Be familiar with the operation of all mechanical systems
- D. Be familiar with ordering and stocking cleaning supplies.
- E. Handle minor maintenance and repair work as assigned by Senior Sexton
- F. Arrange furniture for groups using the facilities
- G. Place audio/visual equipment as directed by the Senior Sexton.
- H. Provide coverage for weddings, special events and snow removal as required.
- I. 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: _____