

**BROOKSIDE CONGREGATIONAL CHURCH  
UNITED CHURCH OF CHRIST  
2013 ELM STREET  
MANCHESTER, NEW HAMPSHIRE 03104**

**JOB DESCRIPTION: SEXTON (20 hours)**

Revised 1/10

**General Description of Work:**

Provide oversight and general maintenance of Church under the supervision of the pastor.

**Work Responsibilities:**

- Attends weekly staff meetings.
- Coordinates the cleaning service and cleaning of the Church facilities.
- Sets up, arranges and breaks down Fellowship Hall, conference rooms, carriage house, and class rooms for meetings and functions.
- Coordinates and supervises grounds keeping, including lawn mowing and snow removal.
- Watches the security of the grounds, buildings and contents.
- Maintains a daily check on the heating and plumbing and weekly survey of the building.
- Does repairs and maintenance within sexton's capabilities.
- Observes and reports to the pastor problems and potential problems with equipment, furnaces, and facilities.
- Supervises repair work done by outside contractors to equipment, furnaces, and facilities to insure quality of work and security of building.
- Seeks bids for maintenance work when authorized by the Trustees and reports them to pastor and Trustees.
- Attends Trustee and maintenance committee meetings as a non-voting member with voice.
- Performs other duties as assigned.

**SUPERVISION:** Direct supervision is provided by the Pastor with advice and support from the Board of Trustees.

**NORMAL WORK SCHEDULE:** As determined in consultation between the Employee and the Pastor.

**CONFIDENTIALITY OF CHURCH WORK**

It is understood that much of what goes on in church life, especially in pastoral work and counseling, is of a confidential nature. It is expected that employees will use discretion in discussing the business of the church and the affairs of its members and staff with persons other than church staff and their supervisors.