



St. John's Episcopal Church
226 West State Street
Sharon, PA 16146
Phone: 724-347-4501; Fax: 724-347-4502
stjohns@stjohnssharon.org
www.stjohnssharon.org

Position Description: Church Sexton

Position Goal: To facilitate the ministry of St. John's by keeping our facilities clean, attractive, and accessible for church and outside functions.

Position Responsibilities

- Weekly cleaning of interior of facilities including sanctuary, kitchen, offices, hallways, classrooms and dining rooms.
- Trash removal.
- Regular lawn-mowing, trimming of shrubs and other outside maintenance.
- Snow removal from steps and sidewalks on Sunday mornings and other times, as needed.
- Ordering and maintaining maintenance and bathroom supplies.
- Assisting parishioners dropping off items for the church.
- Ability to work independently.
- Maintaining a professional, positive, attitude and a willingness to help as needed.
- Attendance at *Safeguarding God's Children* and *Safeguarding God's People* Training, and a willingness to follow parish guidelines regarding safety of children and others in our facilities.

Position Details

- To begin immediately (November 2018)
- Approximately half-time position (20 hours/wk on average + snow shoveling/special projects)
- Reports to Rector and Church Secretary.
- Salary at \$10.00/hour.
- Two weeks paid vacation after first year of employment.

For more information, please contact, or forward a letter of interest and resume to:

*The Rev. Adam T. Trambley
St. John's Episcopal Church
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Sharon, PA 16146*

724-347-4501

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