Wesley United Methodist Church

1164 San Bernard Street, Austin, Texas 78702

www.wesleyunited.org

Job Title: Sexton/Church Custodian

Part Time Position: 16 – 20 hrs per week, $10-$15/hr commensurate with experience

Job Objective: To serve Wesley UMC through maintaining clean, safe facilities and providing assistance to the congregation for access to and use of the facilities.

Accountability: The Sexton reports to the Senior Pastor

Essential Duties and Responsibilities:

- Operate the mechanical systems of the facilities, including but not limited to:
  ✓ Cooling, heating, sprinkler, security and elevator
- Light cleaning of interior of all buildings as a supplement to cleaning service, trash removal
- Event set up and take down as required
- Monitor building security
- Assist handicap members access facilities when available.

Required Qualifications:

- A High School Diploma or GED equivalent
- Experience with building maintenance, operation of mechanical systems/equipment and professional cleaning

Essential Physical Requirements:

- Physical mobility, which includes climbing steps, etc.
- Ability to reach and bend, and push/pull or lift objects up to 50 pounds.
- Ability to assist others (support and/or lift) that have trouble or cannot walk on their own
- Ability to work outside in all weather conditions
- Ability to perform manipulative skills such as using controls and levers, operating light and heavy equipment, operating a motor vehicle.

Preferred Experience and Skills:

- Experience working with church/service organizations or working in non-profit environments
- Self-motivated and proactive

To Request Application: Submit Completed Questionnaire and Resume