

6301 Ridge Ave Philadelphia, PA 19128 215-482-0293 Office@levpres.org

POSITION: Sunday Sexton

STATUS: Part-Time, one day a week

HOURS: 8 Hours

The Sunday Sexton ensures the building is ready for the Sunday Morning program each week by carrying out various tasks identified by the Building & Grounds Committee and church staff. The Sexton also prepares the building for the coming weekday programs. These tasks currently include:

- Open the church by 8:15am. This includes a number of small tasks that will be detailed for the Sexton, including unlocking doors, turning lights on, insuring restrooms are in good shape, etc.
- Ensure that tables and chairs are in the proper location/configuration for any meetings/activities in the church that day; layouts will be provided.
- Walk the grounds and pick up any trash around the church property.
- During Winter/heating season
 - Check the operation of the boilers (training will be provided):
 - As needed, shovel the sidewalks and steps of any snow and spread ice melt on the sidewalks and parking lot. A snow removal vendor contract will be in place but if snow is overnight or still happening we need to keep walkways safe. The Church normally closes for any heavy snows.
- During Summer/hot weather
 - Manage cooling the sanctuary which includes opening windows and turning on fans.
 - As directed, turn on the air conditioner
 - After church activities are over close the windows, turn off the fans, air conditioners and lights. Insure that all doors are locked and alarm is set
- After the church service(s), café/Coffee time are over:
 - Remove the trash from Westminster Hall, the kitchenette in the office, and the nursery
 - Ensure that tables and chairs in Westminster Hall and the Ellison room are in the proper location/configuration for any meetings/activities for the coming week as directed; layout and configuration will be provided
 - Set thermostat timers in Sanctuary, Westminster Hall, and/or Ellison Room, as directed for the any special events/meetings in the upcoming week
- Other light jobs and projects as might be assigned and or arise; for example: check bathrooms for toilet paper, replace a light-bulb, secure and extension cord or other supplies on site as directed

HOURS: This job is for 8 hours on a Sunday. Typically, that will be 6:30 a.m. to 10:30 a.m. and 12:00 p.m. to 4:00 p.m.

Send resume to office@levpres.org.