

EVENING SEXTON-DAY CARE

POSITION DESCRIPTION

Muhlenberg Lutheran Church (MLC), Harrisonburg, Virginia

Status: Part-time, Non-Exempt (Hourly)

VISION FOR MINISTRY: The Evening Sexton will help insure a clean, safe and attractive environment for ministry and mission, providing excellent care and maintenance of the congregation's facilities through regular cleaning, maintenance and oversight and the general security of the campus.

ESSENTIAL FUNCTIONS: *(Direct Responsibility)*

Expectations include, but are not limited to the following:

➤ Clean and maintain the areas used by Harrisonburg-Rockingham Child Day Care Center in the main church building and in the Muhlenberg Activities Center (MAC.) Share cleaning of areas used by both Second Home and the Day Care with the Evening Sexton-Second Home. Expectations of regular cleaning includes, but is not limited to the following:

Daily:

- Collect and remove trash, empty waste receptacles;
- Sweep floors and vacuum carpets;
- Clean restrooms;
- Replenish restroom supplies and refill dispensers as necessary;
- Clean water fountains

As Needed:

- Submit written requests for supplies/equipment;
- Report presence of insects/animals;
- Attend to emergency clean up tasks when necessary;

During winter months:

- In case of snow and ice, clean the sidewalks and spread ice-melt as needed.

- After all events and functions have been completed, close and secure all buildings at night, ensuring no one remains in the buildings.
- Be on call for emergency calls such as fire alarm system, elevator emergency, plumbing issue, etc.
- Perform any additional related duties assigned by the Sexton or Pastors.
- Additional work may be offered for special functions (e.g. private or outside group use of the MAC, etc. on a "right-of-first refusal" basis. Additional compensation based on MLC rate structure for cleaning will be paid from fees charged by MLC.)

CONTINUING EDUCATION

This position may require involvement in continuing education to enhance professional skills and knowledge in pursuit of excellence in the ministry of Cleaning and Maintenance.

Leave and funding for continuing education will be granted as deemed necessary by the supervisor.

MINIMUM SKILLS AND QUALIFICATIONS:

- Experience and skill in a wide range of cleaning and maintenance routines, equipment, systems, and tasks (e.g. floor cleaning and polishing; etc.)
- Ability to clearly understand and support this congregation's Vision and Mission;
- Ability to satisfactorily complete MLC-required background and reference checks;
- Ability to maintain strict confidentiality;

- Ability to take direction from the supervisor;
- Ability to work well with staff, guests, visitors, members (patient, congenial, helpful);
- Ability to facilitate and embrace change as necessary for growth;
- Ability to demonstrate attention to detail;
- Ability to follow instruction with minimal supervision and follow-up;
- Ability to organize, coordinate and schedule cleaning tasks for maximum efficiency;
- Ability to work independently;
- Must be dependable, reliable (rarely missing work), and self-motivated;
- Possesses a solid understanding of storage, sanitation and safety procedures.

ACCOUNTABILITY: The Evening Sexton reports to the Sexton who will authorize time off, sick and vacation leave and act as the direct supervisor on behalf of the Pastors and Congregation Council.

3 MONTH PROBATION: The Evening Sexton will be evaluated by the Sexton after 3 months at which time either the Evening Sexton or Muhlenberg Lutheran Church may withdraw from the employment agreement without penalty or negative review. If both are in agreement to continue employment the Evening Sexton will be evaluated as needed (at least annually).

WORK TIME REQUIREMENTS: Part-time (normally 2 hours per day M-F 6:30 p.m. – 8:30 p.m.) This includes all preparation necessary to fulfill these responsibilities. The Evening Sexton will be expected to work alone unaccompanied by family, friends or any others during work hours.

PHYSICAL REQUIREMENTS:

- Ability to move freely about the facilities and campus – frequently;
- Ability to lift and carry up to 60 lbs – frequently;
- Ability to use office equipment, (phones, computer, copier, etc.) – occasionally;
- Ability to use a variety of cleaning equipment – frequently;
- Ability to drive personal vehicle for meetings, errands, etc – occasionally;
- Ability to sit/stand/walk – frequently;
- Ability to bend/stoop/climb – frequently;
- Ability to speak in a public forum – rarely.

Salary: \$15.00 per hour