

**Unitarian Universalist Congregation of Grand Traverse  
Sexton**

**Job Title:** Sexton

**Reports to:** Minister, in consultation with the Facilities Committee

**Classification:** Part time, 6 hours a week

**Schedule:** Flexible

**Location:** Onsite

**JOB SUMMARY:**

In support of the Mission and Covenant of Unitarian Universalist Congregation of Grand Traverse, the Sexton will work to take care of the UUCGT congregation building and grounds and manage the on-site facility with essential repairs and replacements.

**ESSENTIAL FUNCTIONS:**

- Communicate regularly with Office Administrator about building concerns and issues.
- Perform building walkthroughs several times a week.
- Maintain and order supplies for our building, including light bulbs, toilet paper, and paper products.
- Take out trash from inside building, put out bins weekly for trash collection, and take bins back in.
- Shovel walkways with snow and salt when needed.
- Follow up with Facilities Committee when things are broken or need repair.
- Serve as emergency contact for alarms, building emergencies, and lockouts.

**OTHER RESPONSIBILITIES:**

- Check fire extinguishers, program thermostat and light schedules, and assist with other regular building responsibilities.
- Maintain and keep walkways and entrances clear around our building and campus.
- Perform cleanings and minor repairs and replacements as needed.
- Serve as contact person for events and open/close the building.
- Attend Facilities Committee monthly meetings.
- Assist with congregational projects in collaboration with the Facilities Committee.

**CORE COMPETENCIES:**

- ***Problem-Solving.*** Comfortable with fluid situations and works towards finding solutions for unanticipated disruptions or problems. Uses problems and “the unexpected” to effect continuous improvement.

- **Organizing.** Gathers and organizes supplies and volunteers to get things done. Uses time and resources well.
- **Communication.** Identifies and uses appropriate methods of listening, communicating and soliciting information with congregants and staff; demonstrates flexibility in adapting communication style and methods to be most effective.
- **Interpersonal Relationships.** Relates well to all kinds of people; builds effective and constructive relationships; uses diplomacy and tact; engages in constructive approaches to conflict. Demonstrates the skills of active listening and openly accepts criticism; engages people positively; is regarded as a team player.

**Qualifications:**

- An open, collaborative person who works well on a team and is comfortable leading in employee's area of responsibility.
- Availability to be onsite for walkthroughs and as needed for regular maintenance and emergencies.
- General maintenance and repair knowledge for solving problems and assisting with things that are broken.
- Passion for problem solving and finding solutions to challenges and tasks related to maintaining our facilities.

Effective Date: **TBD**