Job Description: Church Sexton

Dennis Union Church — Dennis, MA

Job Summary

The Church Sexton ensures that the Dennis Union Church facility, historic sanctuary, and surrounding grounds are clean, safe, well-maintained, and welcoming for parishioners, staff, and visitors. A trustworthy, dependable individual who demonstrates pride of workmanship in maintaining a historic house of worship. As an Open and Affirming (ONA) congregation, the Sexton plays an important role in fostering an inclusive environment. This position combines custodial duties, building maintenance, and crucial logistical support for regular Sunday worship, community programs, and special events (such as weddings, funerals, and holiday services).

Position Details

- **Schedule:** 32-35 core hours include regular Sunday morning availability for services, with a flexible weekday schedule to accommodate office hours, evening meetings, and special weekend events.
- **Benefits:** Includes Paid Time Off (PTO) and most holidays.
- **Location:** 713 Main Street (Route 6A), Dennis, MA 02638.

Core Responsibilities

Facility Cleaning & Sanitation

- **Floor & Common Area Care:** Sweep, mop, and vacuum floors throughout the sanctuary, fellowship halls, kitchen, classrooms, and administrative offices.
- **Restroom Care:** Sanitize toilets, sinks, and counters daily, ensuring paper goods and soap are fully restocked.
- **Waste Management:** Empty all interior trash and recycling bins, moving waste to designated outdoor pickup areas.

Event Logistics Support

- **Setup and Teardown:** Arrange tables, chairs, and basic staging for church committees, community outreach programs, choir rehearsals and community usage.
- **Special Events:** Provide operational and cleaning support before, during, and after weddings, funerals, seasonal events, and fundraisers (like the annual auction).
- **Holiday Decorating:** Assist with seasonal liturgical changes, including Advent/Christmas hanging of banners and greenery and Easter preparations.

Groundskeeping & Security

- **Exterior Walkways:** Keep main entrance points on Route 6A and parking areas swept, free of debris, and safe for guests.

- **Seasonal Weather Care:** Shovel snow, apply salt to icy walkways, and clear leaves during New England autumn weather to ensure safe campus access.
- **Property Security:** Secure the facility by opening and locking doors for events, arming/disarming alarm systems, and double-checking windows.

Maintenance & Inventory Management

- **Minor Repairs:** Complete basic facility upkeep, such as paint touch-ups, lightbulb replacements, and simple carpentry or plumbing fixes.
- **System Monitoring:** Regularly check that HVAC units, plumbing, and electrical systems are functioning properly and preventive maintenance schedules are maintained.
- **Vendor & Staff Liaison:** Coordinate major repairs and facility updates with the Office Administrator and the Property Committee, and assist outside trade contractors when onsite.
- **Supply Tracking:** Track cleaning and maintenance inventory to maintain an active 30-day supply of essential items.

Qualifications & Requirements

- **Experience:** Previous experience in custodial work, building maintenance, or facilities management is preferred.
- **Technical Skills:** Basic knowledge of plumbing, carpentry, and electrical systems, with the capability to operate cleaning machinery safely.
- **Interpersonal Skills:** A polite, professional demeanor with a strong service-oriented attitude suitable for a collaborative church community.
- **Independence:** Proven ability to manage a multi-day workflow independently with minimal direct supervision.
- **Physical Stamina:** Physical ability to be on one's feet for long intervals, climb ladders several times per week, able to bend, reach and kneel while performing custodial duties, able to push and pull commercial cleaning equipment and routinely lift up to 50 pounds.
- **Compliance:** Must successfully pass a Massachusetts CORI background check and complete mandated safe-church training programs.

How to Apply

Interested applicants should submit a resume to the Church Office via email at office@duchurch.org or mail it to:

Dennis Union Church
Attn: Sexton Search Committee
P.O. Box 2020
Dennis, MA 02638