

Sexton/Church Custodian and Facilities Manager Job Description

Position Summary

The Episcopal Church of St. Paul the Apostle in Savannah, Georgia is seeking a part-time Sexton (also known as Church Custodian) & Facilities Manager. The position is responsible for maintaining a high standard of cleanliness and readiness of Church facilities, grounds, and buildings. This is an essential staff role in support of the work and ministry of St. Paul's by helping to create a welcoming and safe environment for parishioners, guests, and staff.

Positions Requirements

Highly desired intermediate to basic knowledge in all building systems, such as electrical, plumbing, HVAC, security systems, general carpentry, painting, and roofing. Intermediate knowledge of repair trades, work safety requirements, and repair procedures as well as janitorial and housekeeping skills.

Fluency in English is required and basic conversation skills in Spanish are highly preferred.

Essential Duties and Responsibilities

This role involves dual responsibilities that encompass duties related to custodial and facilities management. Duties include supporting Sunday gatherings and other events that take place on Church grounds as well as general duties related to janitorial, maintenance, and repair work to all Church buildings, equipment, lawn, and grounds. St. Paul's owns and manages a Church and Parish Hall building and three other residential buildings (rectory and two multi-unit residential buildings) in the same city block. The person hired in this position would be responsible for the maintenance, care, and upkeep of the interior and exterior of these buildings and grounds.

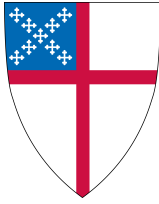
Work Qualifications

Demonstrated history of at least three years of hands-on experience in property or facility maintenance work. Construction experience preferred. Intermediate janitorial skills and basic maintenance experience in areas such as plumbing, electrical, carpentry, HVAC, etc.

The incumbent in this position must abide by all of St. Paul's and the Episcopal Diocese of Georgia's policies including, but not limited to, those related to confidentiality, computer usage, personnel policies, facilities usage policies, finance policies, and policies for the protection of children and other employees.

Physical Requirements

Ability to lift, push, pull, bend, climb, kneel, and crawl.



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Ability to move equipment, supplies, etc. up to 50 lbs and to transport up to 150 lbs with mechanical assistance.

Ability to climb and work on a ladder.

Ability to safely operate and maintain power tools such as drills, saws, mower, floor buffer, shrub trimmer.

Ability to tolerate exposure to heat and cold and inclement weather.

To Apply

Please submit a **cover letter AND resume along with your name, e-mail, and phone number** using this [on-line form](#):

[CLICK HERE TO APPLY](#)

(<https://forms.qlc/SzLDUJSrEX9Z4rJa9>)

If you have trouble accessing or filling out the on-line form, please contact the email below.

NOTE: We will not be able to accept applications sent via e-mail.

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Questions?

E-mail seniorwarden@stpaulsavannah.org.