

Position: Sexton – St. Paul’s United Church

The Sexton is responsible for the daily maintenance and operation of St. Paul’s United Church, a national historic site in downtown Fredericton. The Sexton works with the Property Committee, other staff and members of the congregation to ensure that the building is clean, safe, comfortable and ready to welcome the hundreds of people who participate in weekday activities and attend Sunday services every week. Duties also include upkeep and maintenance to the church owned rental properties on the church site.

For more about St. Paul’s:

<http://www.stpaulsunited.ca>

<https://www.facebook.com/StPaulsUnitedFredericton>

Responsibilities include:

- Custodial
 - Cleanliness (including washroom, stairs, floors etc.)
 - Garbage removal
- Grounds Maintenance
 - Litter control
 - Entry way snow removal
- Specialized equipment routine maintenance
 - Boilers
 - Organ motor
- Security
 - Respond to afterhours alarm calls
- Patron Services
 - Facility set-up
 - Special event assistance (weddings & funerals, church dinners, sales etc.)
- Other Duties as required

To be successful in this position, the Sexton will demonstrate the ability to:

- Work collaboratively with staff, working groups and members of St. Paul’s in a team environment
- Understand the duties and have an ability to see what needs to be completed without having to be instructed
- Set and achieve goals within priorities provided
- Work safely and independently with various tools, machines and furniture
- Efficiently perform heavy cleaning duties of large spaces (sanctuary, hall, gymnasium), stairwells, halls, entryways and washrooms
- Exercise sound judgment and problem-solving skills
- Have a mechanical aptitude suitable for working with the boiler and general maintenance

- Be friendly and professional in dealing with members of the public

Hours of Work

This is a full time (40 hours per week) position including seasonal work on Sunday mornings. Year round, the incumbent must be available and capable to respond to emergency / extraordinary situations that may arise (i.e boiler & security alarms). Extra hours of work are typically compensated in time off.

Compensation & Benefits:

Starting at \$30,000/year

Health, Dental, Short & Long Term Disability, Life Insurance and Accidental Death and Dismemberment Insurance through the United Church of Canada.

United Church of Canada mandatory Pension Plan

Vacation:

3 weeks/year

Please apply by submitting your resume "Attention: M&P Committee, St. Paul's":

- by mail:

St. Paul's United Church
224 York Street
Fredericton, NB E3B 3P1

- by dropping it off at the Church office between 8:00 & 4:00
- by e-mail to stpaulsunitedchurch@nb.aibn.com

DEADLINE FOR APPLICATION: October 25th 2017