



St. Paul & the Redeemer

4945 SOUTH DORCHESTER AVE | CHICAGO IL 60615-2907

Position Description: Sexton/Building Custodian (part-time, 12-15 hours per week)

Role Summary

The Sexton is responsible for cleaning, maintenance, repairs, and event setup/takedown at this progressive Episcopal church, located in the Hyde Park/Kenwood neighborhood of Chicago.

Qualifications

- Experience with general property maintenance and repair tasks.
- Experience with cleaning of commercial buildings preferred.
- Ability to lift and move heavy objects.
- Ability to work collegially with staff, vendors, and volunteers.

Responsibilities

- **Cleaning:** Complete weekly cleaning of building and pickup of outdoor grounds.
- **Maintenance:** Perform routine maintenance tasks, including but not limited to: leaf removal, snow removal, changing light bulbs, painting and patching walls, replacing window screens, etc.
- **Repairs:** Complete minor repairs around the property, as needed.
- **Contract Oversight:** Serve as point of contact for all maintenance and service contracts with vendors.
- **Event Setup/Takedown:** Complete required setup/takedown for all church events (inclusive of Sunday mornings), including cleaning of tables, chairs, and any other items in use. During the event, the sexton is to be readily available to fulfill the requests of the host.

Employment Package

- a. Compensation: \$17.50 per hour
- b. Start date: October/November 2023
- c. Part-time, non-exempt position averaging 12-15 hours per week, including:
 - 1) Sunday mornings, 5-7 hours (variable; approximately 7:00 AM to 1:00 PM)
 - 2) Weekdays, 8-10 hours (variable; schedule to be negotiated with rector)
 - 3) Special events, e.g. weddings and funerals (variable; schedule to be negotiated with rector)

To inquire or apply, contact the Rev. Catherine Healy, Rector, at healy@sprchicago.org with the subject line "Sexton." Applications will be considered on a rolling basis, with preference given to those received before **October 31, 2023**.