

SEXTON (PART-TIME)

closing date: TBA

The Church of the Good Shepherd is seeking a part-time sexton.

The part-time sexton reports to the facilities manager and will be on duty two Sundays each month between the hours of 7:00 a.m. and 2:00 p.m., with occasional additional hours as needed at various times during the program year. (The sexton will clear any additional hours with the facilities manager prior to them being worked.)

Duties will include upkeep and appearance of CGS buildings and grounds. Duties will vary, according to the time of year and the rhythm of weekly services and events, but will include dusting, mopping, vacuuming, cleaning of bathrooms and kitchen, maintaining public spaces and worship spaces, emptying trash, policing of the grounds, and opening of the buildings in the morning. Other duties may be required at times, and will be determined in consultation with the facilities manager.

The ideal candidate will possess excellent communication skills and enjoy working with parishioners, clergy, staff, visitors and volunteers. The part-time sexton in many instances will be the first person parishioners and visitors encounter on Sunday morning, and will be an agent of the radical welcome and hospitality we hold as core values at Good Shepherd.

Skills and Requirements:

- Possesses excellent communication skills with everyone; able to work with volunteers, parishioners, clergy, staff, visitors, and all who use the CGS facilities.
- Thoroughly understands all demands of the position and the importance of security of keys and church property.
- Manages time and duties efficiently
- Enthusiastically seeks out opportunities to reduce expenses.
- High School graduate

Good Shepherd will provide the required Safe Church accreditation/certification as part of the onboarding process.

Candidates should submit résumés to Leon Crosby, facilities manager (leon.crosby@cgs-raleigh.org).