

St. Barnabas Episcopal Church

JOB DESCRIPTION

**Sexton**

Reports to: Rector

Employment Classification: Regular Part Time – up to 10 hours per week

Compensation:

DUTIES AND RESPONSIBILITIES

- Manage buildings and grounds.
- Attend Zoom Staff meetings Tuesdays at noon

**Facilities Usage Responsibilities:**

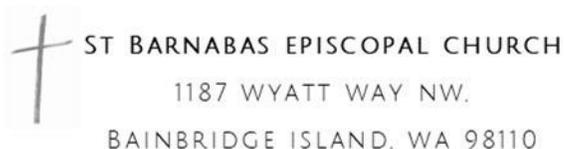
- **Room Sets for Parish Hall:** Organize room set-ups in Parish Hall for certain church and outside groups' events. Also includes periodic communicating with Saturday night events and re-sets room for Sunday Coffee Hour. Also needed are room sets for Eagle Harbor Yacht Club (4-6 times per year); Memorials; Sunday Coffee Hours, and for other parish activities.
- **Cleaning Crew:** Serve as main contact with Cleaning Crew contact, Natalia Perez, for cleaning needs and schedule.
- **Monitor equipment use agreements** pursuant to the Annual Maintenance Schedule. Working with Rector, negotiate new agreements. (e.g. Intellisystems, HVAC).
- **Annual Maintenance Schedule:** Adhere to and update Annual Maintenance Schedule throughout the year. This includes coordinating with Kitchen Manager Tim Shelley, about the commercial kitchen maintenance and repairs.
- **Building Signage:** Develop building signage as needed
- **Watering:** Maintain watering plan for campus during summer months. Monitor and manage irrigation system, calling in assistance when needed.

**Parish Hall:**

- **Room Sets:** Coordinate with front desk to arrange room set-up and re-sets with cleaning crew, renters, or parishioners.
- **Repair and Maintenance:** Assist renters, church committees, and parishioners on various issues, such as storage, parking, sound system, lights, and heating/cooling system.

## Buildings and Grounds:

- **Maintenance Visits:** Coordinate maintenance visits with various contractors, including Intellisystems, Swift Plumbing, HVAC, etc., listed on the Annual Maintenance Schedule.
- **Landscaping/Grounds Maintenance:** Coordinate with grounds maintenance crew, Marcos Juarez, for monthly schedule and special projects. Evaluate and manage the work of that crew.
- **Repairs and maintenance:** Determine and resolve repairs and maintenance issues by reviewing staff email requests and walking the grounds. Secure and work with contractors for specific projects. Repair facilities and order supplies as needed, obtaining the Rector's approval for expenditures over \$100.
- **Buildings and Grounds Report:** Write monthly Buildings and Grounds Report to update Vestry on latest issues, concerns, or needs.
- **Security Issues:** Handle security issues related to the campus and determine appropriate action, including arranging for extra police patrols when required and evaluating lighting needs and locks.
- **Monday/Saturday Facilities Check:** Every Monday check Parish Hall, The Close, and Interium to ensure areas are orderly, clean, and safe. In Hall, check that audio system is off, piano is plugged in, thermostat is set correctly, and fireplace and lights are off.
- **City of Bainbridge Island:** coordinate with City of Bainbridge Island (when needed) re: their monthly visits to check generator and address any generator concerns. This is also on the Annual Maintenance Schedule.
- **BI Fire Department:** Facilitate BI Fire Department annual check, usually in fall.



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