

Trinity United Methodist Church

Position Title: Sexton V

Functional Classification: Support Staff

Responsible to: Facility Director

Full-time or Part-time: Part-time

Hours: Sundays 7:00 a.m. to 2:00 p.m.

Rate: \$14.00 per hour

Minimum Qualifications: Prefer someone with experience in building maintenance, upkeep, yard maintenance, and cleaning. Must be willing to work as part of a team and meet weekly deadlines.

General Duties and Responsibilities:

- Make coffee, set coffee stations, and clean up coffee stations
- Greet people, and monitor the homeless
- Make sure outside entrances are tidy and presentable
- Stand by in the Welcome Center and Moor Hall during the Contemporary Service to meet unforeseen needs
- Take out and put away parking and contemporary worship signs
- Collect attendance pads
- Clean up welcome center and take out trash
- Other duties as assigned