

**First Unitarian Church in the Second Parish of Worcester,
Massachusetts**

Sunday Sexton

Reports to: Director of Operations
Effective date: September 1, 2021
Directly supervises: N/A
Status: 0.18 FTE
FLSA: Non-exempt

Job Summary

Prepare and maintain the physical spaces of the church so that members, friends and staff can safely and comfortably conduct Sunday morning programming.

Essential Functions

- Maintain general cleanliness and order of building
- Prepare the church for worship each Sunday morning
- Oversee coffee hour preparation and clean up
- Maintain a friendly and welcoming presence during coffee hour
- Ensure entrances and sidewalks are clear of snow and debris as needed

Other Responsibilities

- Recommend improvements for building policies and standard use

Minimum Qualifications

- High School diploma or equivalent
- Experience with building cleaning and/or maintenance
- Experience working collaboratively as part of a staff team; additionally, experience with volunteers preferred
- Ability to work Sunday

Physical Requirements

- Able to stand, walk, walk up and down stairs, and climb ladders
- Able to lift and carry 50 pounds
- Visual acuity to observe the accuracy of work performed, and the status of buildings and structures
- Able to work outdoors for moderate periods of time without cover from environmental conditions

Core Competencies

- **Aesthetic Awareness:** Demonstrates a natural awareness about the effective organization of space for different purposes; possesses a natural orientation towards cleanliness and orderliness of space; appreciates the value of and need for sacred space and knows how to physically tend to it.
- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out-of-balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Safety:** Affirms and follows all recommended safety guidelines for the protection and well-being of children, youth, members, and friends of the church; assesses risk wisely; takes on appropriate responsibility for the safety of those in their care.
- **Technical Expertise:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.