



St. John's Episcopal Church

### Sexton Job Description

Part Time Position: 18 hours a week, \$10.00 per hour

Supervision: by the Priest in Charge

Purpose: Maintain St. John's buildings and grounds in a professional, courteous, and caring way

### Skill Sets Required

- Must speak fluent English
- Ability to work flexible hours
- Ability to work weekends
- Ability to work independently or as part of a team
- Ability to work without constant supervision
- Able to lift 40 pounds
- Able to do housecleaning, sidewalk maintenance, small repairs, painting, room set up and all other duties as assigned
- Able to maintain confidentiality

Cannot be a member of St. John's Episcopal Church or Grace Lutheran Church.

Please send resume and cover letter to Mother Elizabeth Yale at [motherelizabeth@stjohnsfranklin.org](mailto:motherelizabeth@stjohnsfranklin.org) or at P.O. Box 550 Franklin, PA 16323 or call at 814-432-5161, extension 302.