



OPEN POSITION

Job Title

Sexton (custodian)

Working at Grace Cathedral

Grace Cathedral is San Francisco's Episcopal cathedral for everyone – a place of inclusive community and spiritual practice, social justice, music and the arts, yoga, and more. Our mission is re-imagining church with courage, joy and wonder. We actively work to advance racial, gender, and LGBTQ+ justice, environmental stewardship, citizen awareness, and an end to gun violence. We also strive to ensure that Grace Cathedral is a great place to work!

We celebrate diversity, are committed to anti-racism and seek job candidates who will bring their unique experience to enrich our culture and organization.

For most positions, it is not required to belong to or practice a particular faith in order to work here, but everyone on our team is expected to be aligned with the vision, mission and values of Grace Cathedral.

Job Summary

This is a regular, full-time, exempt position supervised by our Facilities Manager. Sexton is a term for a custodian of a church. Our team of sextons work together as part of a team along with their supervisor, cathedral receptionists, security guards, events staff and others to keep the Cathedral's buildings and grounds clean, safe and welcoming to all who come here. Sextons also move, arrange and break down chairs, tables, stages and other furniture and equipment for services and events. Interacting respectfully with visitors, reporting maintenance and safety issues, and ensuring that buildings are securely locked and alarmed at appropriate times are all part of the job responsibilities for sextons as well.

Schedule

The regular schedule for this position is a closing shift that may start as early as noon or as late as 4:00 or 5:00 pm as needed depending on services, meetings, or events happening each day.

This position includes working Saturdays and Sundays, with two consecutive days off during the week. Every effort will be made to provide as much regularity with respect to schedule and as much notice as possible about changes.

Sextons may be required to work holidays, including Christmas Eve, Christmas Day, New Year's Day, Easter, and Thanksgiving. If required to work on paid holidays, alternate paid time off will be provided in coordination with your supervisor.

Job Duties

- Clean offices, meeting and worship spaces, kitchens/breakrooms, restrooms, and outdoor areas according to schedule
- Set up and break down furniture and equipment for meetings and events
- Open/close the Cathedral and Chapter House and arm/disarm the security alarms
- Help redirect people in areas or engaged in activities that are not permitted, requesting assistance as needed from security guards, sexton coworkers, supervisor, receptionists, or others as appropriate

Job Requirements

- High school diploma or equivalent required and a minimum of one year of related custodial experience
- High level of attention to detail with ability to work cooperatively as a member of a team as well as independently
- Ability to work a variable schedule, depending on the season and events calendar
- Ability to communicate verbally and in writing in English, and basic computer skills to follow written instructions, schedules, notifications, and emails
- Essential job functions require using a telephone, computer, two-way radio; ability to sit, stand, reach, bend, lift, climb stairs, carry up to 40 pounds, and perform, on a regular basis, moving tables, stacking chairs, moving and setting up staging units, and occasionally moving office furniture; and ability to use cleaning materials and equipment safely as instructed
- Reasonable accommodations will be made to enable qualified individuals with disabilities to fulfill essential responsibilities of the position
- Criminal background clearance required post offer

Benefits

Our benefits package includes 100% premiums for medical, dental and vision coverage for employees and 100% for dependents; a retirement plan with a 5% employer contribution and up to 4% employer match; generous paid vacation and sick time; and 14 paid holidays a year, including your birthday!

How to apply

- Email a cover letter along with your résumé to jobs@gracecathedral.org
- Include position title in the email subject header
- No phone calls please