



St. Mark's Episcopal Church

315 East Pecan Street, San Antonio, TX 78205-1819

Core Vocation: Feeding San Antonio with the Bread of Life

*Feeding the hungry with real food
Feeding those who are hungry for knowledge and meaning
Feeding those who are hungry for beauty and creativity*

St. Mark's Episcopal Church is a historic downtown congregation of over 1,000 members. In 2018, we are entering our 160th year as a church community; as such our facility staff are vital and valued as essential to making our programs and worship services possible.

Our Core Vocation: *Feeding San Antonio with the Bread of Life*, informs our ministry on three levels. We engage in *feeding those hungry for real food* through our partnerships with area outreach agencies, youth group projects, and our annual Christmas to the Street event. We engage in *feeding those hungry for knowledge and meaning* through formation classes for all ages and worship offerings. We engage in *feeding those hungry for beauty and creativity* through our choirs, music offerings to the city, and art exhibits.

Open Position: Sexton/Housekeeper

Reports to Facilities Manager

Scope of Responsibility: Perform assigned duties from Facilities Manager as related to cleaning, event set-up, and other duties deemed pertinent by the Facilities Manager. This position will be responsible for maintaining a regular cleaning schedule for the facilities and work with other sextons to complete all housekeeping tasks in a timely, regular manner.

Main Job Tasks and Responsibilities

- Sweep, mop, and polish floors as needed
- Vacuum and clean carpets and upholstery
- Dust and polish furniture and fittings
- Empty and clean trash containers
- Clean restrooms regularly, inspect and address restocking needs daily
- Wipe down glass surfaces
- Tidy up rooms
- Maintain all cleaning equipment and materials in a safe and sanitary working condition
- Monitor and report necessary domestic repairs and replacements to Facility Manager
- Review event book daily to determine what housekeeping tasks are scheduled for the day.
- Make sure that cleaning carts are ready with supplies.
- Be sure that rooms are locked after being cleaned.
- Follow up on all tasks to be performed after an event is completed (removing dirty table linens, vacuuming, emptying trash receptacles, etc.)
- Report any building maintenance issues that needs attention to Facilities Manager.

Characteristics of a Successful St. Mark's Sexton:

- Be able to lift, reach, bend, and stoop
- Be able to working in a standing position for long periods of time (up to 8 hours)
- Guest service focused
- Great attitude
- Team player
- Hard Worker
- Positive
- Upbeat
- Detail oriented

Type of Position: Full-Time Hourly Position with full benefits package including vacation and sick leave, pension, health/dental/vision insurance.

Application Requirements:

Qualified candidates will have 2 years of cleaning experience and 2 or more references. Cleaning experience in a commercial/institutional setting is preferred.

Work Hours:

Mostly Monday – Friday, though some weekends required.

Compensation and Benefits:

Hourly compensation commensurate with experience, range: \$11-\$13/hr.
Health insurance, matching contributions to retirement plan, life insurance

To Apply:

Send resume and years of experience to employment@stmarks-sa.org.