**Sexton**

Status: Non-Exempt

(Full-Time/Hourly)

Christ Church Cathedral, the cathedral for the Episcopal diocese of Texas located in downtown Houston, is accepting applications for a full-time sexton. This position provides facility arrangement for services, events and meetings, housekeeping and some gardening of grounds, and reports to the Cathedral's Facilities Administrator.

**DUTIES INCLUDE BUT ARE NOT LIMITED TO:**

* Help maintain Christ Church Cathedral buildings and grounds. (There is a two block radius which includes The Cathedral, The Beacon, The Hines Center, and The Diocese)
* Custodial duties
* Event/Room set-up and take down
* Small repairs, light plumbing, and other maintenance as needed
* Help patrol properties regularly
* Other duties as assigned.

**REQUIREMENTS:**

* High school diploma or equivalent
* Must speak and write English fluently
* Must be proficient with basic maintenance tools and equipment
* Must be able to communicate clearly with team members, clergy and management
* Must have a friendly demeanor and be able to interact with parishioners
* Must be quick to respond to alarms and emergencies
* Ability to work independently or as part of a team
* Ability to work without constant supervision and to complete assigned projects on time
* Ability to work flexible hours (some overtime required)
* Ability to work weekends and evenings
* Able to do heavy lifting and moving of furniture