

Sexton

Job Title: Sexton (General Maintenance/ Labourer)
Employment Status: Regular
of Positions: One (1)
Hours: 40 hours per week

The position of Sexton is integral to the overall operations of Christ Church Cathedral. The Sexton works in the cleaning and care of Christ Church Cathedral and Cathedral Memorial Hall. Work involves maintaining assigned premises in a clean and orderly condition and performing minor repairs, as required.

The Sexton reports to the Dean of Fredericton and works with the Property Committee. The Sexton will become familiar with Canon Law and policies associated with his/her role with the Anglican Diocese of Fredericton and with Christ Church Cathedral.

Position Description

Duties include:

- Sweeping
- Mopping
- Vacuuming
- Scrubbing Floors
- Waxing and Polishing Floors and Furniture
- Cleaning Washrooms
- Dusting
- Cleaning Windows, Lights, Walls
- Maintaining the cleanliness of the Kitchen
- Lawn Care and Maintenance
- Entryway Snow and Ice Removal
- Routine Preventative Maintenance
- Maintaining Fire Safety Equipment
- Assuring Building Security, when not in use

Work also involves opening and closing of both buildings, overseeing, and monitoring building operations in person and via camera systems, attention to the Cathedral clock and tower, sprinkler system, sump pumps and other equipment and appliances.

Duties also include set up for special functions held at the Church and at the Hall as required. Adherence to health, safety and security standards at all times is essential. Active membership and work with the Bishop and Chapter Property Committee and attendance at weekly staff meetings is expected.

Qualifications

- High School Diploma or Equivalent

- Demonstrated ability to work under minimal supervision and with others in a team.
- Demonstrated ability to follow instructions.
- Ability to operate required equipment and tools in a safe and responsible manner.
 - Repeated and coordinated use of arms, hands, wrists, and fingers to use handheld tools.
 - Physical Strength and Stamina: Ability to safely lift, carry, hold, push/pull up to 50 lbs.
- Willingness to work flexible hours, including occasional weekends and evenings.

Previous experience working in a church setting or a familiarity with the Anglican Church is considered an asset.

Requirements

This is a full-time, salaried position with flexible working hours. The successful candidate will be required to submit a Police Records Check (PRC) and complete all mandatory training.

Application Process

Please submit a resume and a cover letter which explains why you have applied for the position and why you feel you are a suitable candidate. Applications may be submitted by mail, email, or in person during office hours (9:00 a.m. – 12:00 p.m. Monday-Friday).

Please send your documents to: search@cccath.ca

Christ Church Cathedral Office
168 Church Street
Fredericton, NB E3B 4C9

Deadline for Applications

Applications must be received by end of day Thursday, May 23, 2024. Christ Church Cathedral appreciates all candidates for their interest; however, only those selected to continue in the process will be contacted.