

St. Luke's Episcopal Church, Park City

Job Description – Sexton

(Revised January 19, 2026)

Position Title:	Sexton
Status:	Permanent Full-time
FLSA Classification:	Non-Exempt
Team Role:	Administration
Reporting Relationship:	Parish Administrator
Screening/Training Requirements:	Successfully complete Safeguarding God's Children and background screening.
Minimum Qualifications:	High school diploma or GED; 1-5 years of experience in facility maintenance, custodial, carpentry, or groundskeeping; must be able to lift up to 50-60 lbs. frequently, perform manual labor (digging, raking), work in varying weather conditions, and climb ladders; knowledge of basic electrical plumbing, carpentry, and HVAC systems; proficiency with power tools, mowers, weed eaters, and potentially, a snow plow; ability to maintain accurate, detail-oriented records and use basic computer software; ability to work independently; willingness to work irregular hours, willingness to understand and support the mission, values, and beliefs of the parish.

Position Summary

The Sexton is a church caretaker responsible for building/grounds maintenance, event setup (chairs and tables), security, and overseeing facility systems (HVAC, alarms), ensuring the church is clean, safe and functional, acting as the primary onsite contact for emergencies and contractors.

Responsibilities

Teams

- Work with the Vestry in support roles as directed by the Parish Administrator.

Daily Duties

- Inquire of the Parish Administrator for items needing immediate attention
- Maintain a list of supplies and equipment and inform the Parish Administrator when to reorder
- Sweep, damp mop, and/or vacuum as required
- Check and replenish rest room supplies as required
- Check bathrooms for cleanliness and refresh, as needed
- Replace light bulbs as required
- Ensure the facilities are locked each evening
- Ensure no windows are left open each evening
- Record hours worked each day and provide monthly summary to Parish Administrator

Weekly Duties

- Mow and edge the lawn during seasonal weather
- Weed the flower beds

- Clean the restrooms (twice a week)
- Be on site during hospitality hour (11:30 a.m. on Sundays) for set up and clean up

Monthly Duties

- Keep all storage and rooms neat and free of potential hazards

Twice Yearly Duties

- Gutters should be cleaned and inspected in the spring and fall of the year; damage noted should be reported to the Parish Administrator immediately
- The sprinkler system should be winterized in October of each year and turned back on in the spring of each year
- Clean the carpets
- Check fire extinguishers and EDAs

As Required Duties

- Set up and tear-down tables and chairs for church functions, per parish calendar
- Accomplish minor repairs
- Promptly report electrical, gas, or water related malfunctions to the Parish Administrator
- May be asked to provide snow removal, should the parish purchase appropriate equipment
- Will liaise with contractors for large repairs and maintenance

Disclaimer

The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

To Apply

Please send a cover letter, resume, and list of three references to beckie@stlukespc.org