

## **Job Posting:**

**Job Title:** Part-Time Church Sexton

**Location:** Zion United Church of Christ, Tonawanda, NY

**Compensation:** \$20/hour | ~10 hours per week

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## **About Us**

### **Welcome to Zion UCC!**

Zion United Church of Christ is a welcoming and active congregation committed to faith, fellowship, service, and community engagement. Located in Tonawanda, New York, our church serves as both a place of worship and a gathering place for ministry programs, outreach efforts, educational activities, and special events. We value teamwork, hospitality, stewardship, and caring for our church home so that it remains a warm and inviting space for all who enter.

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## **Position Summary**

We are seeking a dependable and self-motivated individual to serve as our Part-Time Church Sexton. This position plays an important role in maintaining a clean, safe, welcoming, and functional environment for worship, fellowship, educational programs, and community events. The ideal candidate will take pride in caring for our church facilities and work collaboratively with church leadership, staff, volunteers, and outside contractors.

This is a part-time, hourly, non-exempt position averaging approximately 10 hours per week with flexible scheduling available.

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## **Compensation & Schedule**

- Compensation: \$20.00 per hour
  - Approximately 10 hours per week
  - Flexible scheduling available
  - Position is hourly and non-exempt
  - Work location is onsite at the church in Tonawanda, NY
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## **Key Responsibilities**

Responsibilities include, but are not limited to:

- Cleaning and maintaining supplies in restrooms
  - Cleaning and maintaining supplies in church offices
  - Sweeping, vacuuming, and mopping floors as necessary, including:
    - Hallways
    - Kuck Hall
    - Classrooms
    - Narthex
    - Sanctuary
  - Cleaning windows as necessary
  - Taking out and bringing in garbage and recycle totes
  - Proactively informing the Church Office when additional supplies require reordering
  - Meeting with outside contractors in support of special projects, as needed
  - Assisting church grounds volunteers, Dave Dubbert and Ray Greiner, with various projects as needed
  - Assisting with special projects as identified by the Consistory or Trustee Boards
  - Helping maintain a clean, organized, safe, and welcoming church environment
  - Seasonal maintenance of outdoor grills and other equipment
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## **Qualifications**

The ideal candidate will possess:

- Dependability and strong attention to detail
  - Ability to work independently and manage time effectively
  - Good communication and interpersonal skills
  - Willingness to collaborate with church leadership, volunteers, and contractors
  - Basic knowledge of cleaning procedures, custodial practices, and safe handling of cleaning supplies
  - Ability to perform light to moderate physical work, including lifting, bending, sweeping, mopping, and carrying supplies
  - Ability to maintain confidentiality and professionalism in a church setting
  - A positive attitude and willingness to assist with a variety of facility-related needs
  - Prior custodial, maintenance, or facilities experience preferred, but not required
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**To Apply**

Interested candidates may submit a resume and/or letter of interest. Applications will be accepted until **6/28/2026**.

**US mail to:**

Zion UCC

15 Koenig Circle

Tonawanda, NY 14150

ATTN: Personnel Committee

**Email to:**

[john.zionucc@gmail.com](mailto:john.zionucc@gmail.com)

Put **Sexton Position** in the Subject Line

Inquires via Email Only; No Phone Calls, please