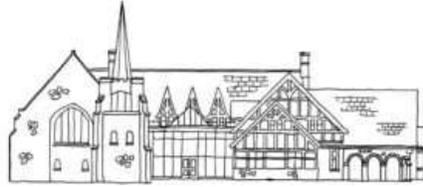


POSITION POSTING  
**SEXTON**



FIRST UNIVERSALIST UNITARIAN CHURCH  
504 GRANT ST.  
WAUSAU, WI 54403  
(715) 842-3697  
[WWW.UUWAUSAU.ORG](http://WWW.UUWAUSAU.ORG)

The First Universalist Unitarian Church of Wausau (UU Wausau) has an opening for a part-time Sexton. The Sexton is responsible for the cleaning, maintenance, and appearance of the church building; and for setup and cleanup of the building for weekly Sunday services and as needed for other church services, rental events, or for the on-site church school classrooms. Maintenance requires making or overseeing necessary repairs and preventative maintenance. The Sexton will ultimately report to the church Minister but is superintended by the Congregational Administrator who will coordinate with other staff and volunteers to determine setup and other needs.

**About our Congregation:** UU Wausau encourages personal and spiritual growth through worship, social action and outreach, fellowship and education. Our congregation values the unique contributions of each of its members. Our staff members work with the Minister and the congregation to support the values and mission of our religious community. UU Wausau is proud to be a Welcoming Congregation.

**Schedule:** Sunday: 3.5 hours, 9:30AM-1:00PM  
Remainder of the week: Pro re nata  
Total hours per year: ~150  
Pay: \$13.92/hour

**Duties include**, but are not limited to:

1. General cleaning of building Sundays, including vacuuming, dusting, cleaning bathrooms, washing dishes, trash removal, and sweeping floors. Service areas include: Sanctuary, Atrium, classrooms, stairways, dining room, kitchen, restrooms, sidewalks, entrances, parking lots, and reception area.
2. Set up for church services on Sundays and other days of the week for rental programs, including opening building, brewing coffee and organizing refreshments, setting up tables and chairs, and breakdown/set up after events conclude, storing away furnishings and supplies, and closing church. Special attention prior to Sunday Service or other events.

3. Minor repairs, including maintain interior and exterior lighting.
4. Works with church office to communicate with church members and outside renters regarding events within established guidelines.
5. Monitor building for presence of pests and arrange pest control as needed.
6. Ensure that heating/cooling, electrical, and fire alarm systems are operating properly; and program the heating/cooling system weekly per the meeting calendar.
7. Identify potential building/system repairs or unsafe conditions and report them to the Building and Grounds Committee, Minister, or church Administrator. Attend Building and Grounds Committee meetings.
8. The Sexton may be called in periodically after hours to handle special circumstances, particularly emergencies with rental spaces or storm related events. Work with the Building Representative to ensure on-site coverage for events, when needed.

### **Qualifications**

- Must be able to work independently with limited day-to day guidance or monitoring and prioritize the work load.
- Be physically able to carry out duties, including frequent standing, climbing ladders and lifting up to 50 lbs. Occasionally kneeling, crouching or crawling.
- Must be reliable and conscientious.
- Must be able to communicate verbally, in writing, understand, and follow instructions, schedules, and safety and label instructions.
- High school diploma or equivalent
- Strong organizational skills
- Competent in custodial and basic repair

**How to apply:** Please send a cover letter, résumé, and at least two personal and/or professional references (including e-mail and phone contact information) to [Anji@UUWausau.org](mailto:Anji@UUWausau.org). If we are interested in considering you as a candidate, we will contact you for an interview. First UU Wausau checks Criminal Offender Record Information (CORI) as part of a general background check for employment.