

Church Sexton (Custodian & Maintenance)

Atkinson Congregational Church, UCC
Atkinson, NH



Atkinson
Congregational
Church
United Church of Christ

The Sexton of our church is responsible for the general care and maintenance of Atkinson Congregational Church's campus and its contents. As the caretaker of the church buildings, you help ensure the building and grounds remain safe, clean, and welcoming to all. This is a part-time position with some flexibility on hours.

Responsibilities:

- Perform routine spot cleaning and sanitizing of interior spaces, including restrooms, meeting rooms, offices, and common areas. (Weekly deep cleaning is handled by an outside contractor.)
- Handle minor day-to-day maintenance and repairs (plumbing, electrical, HVAC, etc.), and coordinate with outside contractors as needed for major repairs.
- Set up and break down rooms for church services, programs, and outside events
- Collect and put out garbage and recycling for weekly pickup.
- Clear snow and ice from walkways and steps as needed, including operating a snowblower. Apply sand or ice melt when appropriate. (Parking lots are maintained by a contractor.)
- Monitor supplies and coordinate restocking needs with the Church Administrator.
- Check in with the Church Administrator at least weekly to coordinate calendars and review any identified building or campus needs.

Qualifications:

- Self-motivated, organized, and able to manage multiple tasks effectively.
- Able to lift up to 50 lbs. and perform physical work, including walking and climbing stairs.
- Positive attitude, reliable, and adaptable to changing needs.
- Must pass a CORI/SORI background check.
- References required prior to hiring.

Position Information:

- 12-15 hours the week
- \$19.00/hour
- Includes 3 weeks of paid vacation per year
- Reports to the Church Support Chair

Contact information: Please send cover letter, resume, and references to hr@atkinsoncc.org or Atkinson Congregational Church, 101 Main St., Atkinson NH 03811 ATTN: Sexton