

Unitarian Universalist Congregation of Phoenix  
4027 E. Lincoln Drive, Paradise Valley, AZ 85253  
www.phoenixuu.org www.uueec.org

## **Job Title: Backup Sexton**

**Supervisor:** Kristina Benner, Membership/Volunteer Coordinator

**Schedule:** As needed for when the regular sexton is unavailable to work their normal Sunday, Thursday, and occasional Friday and Saturday schedule. Hours vary, typical shift is 3-6 hours long.

**FLSA Status:** Non-exempt, Hourly, \$12.50 per hour, no benefits.

**Revised Date:** June 21, 2016

### ***SUMMARY JOB DESCRIPTION***

The role of the Sexton is to help the congregation with the logistics of Sunday services, weeknight programming, and occasional Friday evening and Saturday events. The Sexton helps by making sure the campus is open, rooms are setup and ready for use, running hospitality service, and ensure that the campus is locked and secured at the end of all the scheduled events.

Major areas of responsibility fall into these categories:

1. Sundays
2. Weeknight Programming
3. Fridays & Saturdays
4. Kitchen Upkeep

Applicant must have reliable transportation. Inquire with the office for a more detailed list of responsibilities and requirements.