First Unitarian Universalist Society of San Francisco (UUSF)

Job Posting: Part-time Sexton (Facilities Assistant)

Job Summary

Working as part of a team with four other Sextons, the Sexton will fulfill a vital role at UUSF by maintaining clean and welcoming facilities; interacting with congregation members, visitors, vendors and clients in a courteous manner; efficiently providing furniture set-up and break-down to make our events possible; and securing the building.

Primary Duties & Responsibilities

- Set up and break down furniture and equipment for meetings and events daily.
- Open and close the Sanctuary and Center daily; arm and disarm security alarm systems.
- Respond to visitors in a courteous and professional manner; inform visitors when they are in areas or engaged in activities that are not permitted.
- Clean offices and meeting and worship spaces according to daily, weekly and monthly schedules.
- Clean restrooms and restock paper supplies daily.
- Wash windows and glass doors, and sweep, vacuum, dust and mop floors according to schedule.
- Empty wastebaskets and trash cans; organize and move landfill, compost and recyclables containers to proper locations according to schedule.
- Clean kitchen, including large commercial ovens and refrigerator; operate dishware sanitizers when necessary.
- Maintain outdoor areas daily, including sweeping, graffiti removal, washing, picking up trash and disposing of animal and human waste.
- Maintain floors including carpet cleaning, stripping and cleaning wood parquet and concrete floors, polishing tile floors, and power washing outdoor surfaces as needed.
- Use janitorial power equipment such as carpet cleaners, floor buffers and power washers in a safe and professional manner and properly maintain such equipment.
- Maintain clean storeroom and organized supplies.
- Report maintenance and/or repair needs.
- Follow established safety procedures.
- Perform special cleaning projects as assigned.
- Read and reply to email communications.
- Attend meetings and trainings as assigned.
- Other tasks as assigned.

Qualifications, Skills and Abilities

- Alignment with and commitment to the mission, vision and values of UUSF.
- High school diploma or equivalent desirable but nor required.
- At least one year of related janitorial or custodial experience strongly preferred. Handyperson experience desirable but not required.
- Able to lift 50 pounds and climb stairs and ladders as required. Shifts may occasionally require long periods of being vertical/erect and/or walking.
- Able to communicate verbally and in writing in English; basic computer skills needed to read, comprehend and respond to written instructions, schedules, notifications and emails.

- Able to perform, on a regular basis, moving tables, stacking chairs, moving and setting up staging units, and occasionally move office furniture.
- Able to use cleaning and maintenance materials and equipment safely.
- Able to work cooperatively as a member of a team and independently; able to work tactfully under pressure.
- Able to interact courteously and respectfully with diverse staff, volunteers, congregation members, visitors, vendors and clients.
- High level of attention to detail.
- Able to work with a variable work schedule, depending on the season and events on the UUSF calendar. Scheduled work shifts vary from 6:30 am to 11:00 pm. Overtime is occasionally required and compensated as legally required.
- Must be able to work some Saturdays, Sundays and holidays, including Christmas Eve, Christmas Day, Easter and Thanksgiving as assigned; alternate days off for company holidays are provided in coordination with your supervisor.
- Criminal background clearance required post offer.
- Evidence of I-9 employment eligibility required upon starting date

Position Characteristics

Reports to: UUSF Facility Manager
FLSA Classification: Non-Exempt, Part-time 10-20 hours per week
Hourly Pay Rate: $25.00
Benefits: PART-TIME Employees are eligible for: Sick Time and Parking in underground lot

Applicants: Please send resume and cover letter to hr@uusf.org

Facilities Description

The First Unitarian Universalist Society of San Francisco (UUSF) is a church located in a beautiful historic, landmark building in the Cathedral Hill neighborhood of San Francisco. The Sanctuary was built in 1889 of rough-hewn basalt and the Church Center was constructed in 1968 with administrative offices, meeting rooms, classrooms, and a chapel.

Values

Staff at the First Unitarian Universalist Society of San Francisco (UUSF) are committed to the principles of dignity, justice, equity, and acceptance, including respectful relationships, behavior of highest integrity and open communications. UUSF is a nonprofit organization.

EEOC STATEMENT:

UUSF provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, leaves of absence, compensation, and training.