

# Brookland Baptist Church, Northeast

## Vacancy Announcement

<b>Job Title:</b> Sexton	<b>Vacancy #:</b> 1	<b>Number of Vacancies:</b> 1	<b>Type of position:</b> <input checked="" type="checkbox"/> part-time	<b>Opening Date:</b> 09/01/2017	<b>Closing Date:</b> 09/12/2017
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**Hours: Maximum 20 hours per week**

**Mail your resume to:**  
**Brookland Baptist Church, Northeast**  
**c/o Frenchie Walker**  
**P.O. Box 290892**  
**1203 Summit Parkway**  
**Columbia, South Carolina 29229**

### Primary Duties and Responsibilities:

- Support the vision, mission, ministry, and core values of the Church
- Opens and closes building except when other persons are authorized to do so
- Clean and conduct minor maintenance to include sweeping, dusting, washing windows, carpet and floor cleaning and other related functions.
- Inspects and ensures Hope Academy is properly cleaned and ready for use upon opening on Monday to include cleaning the bathrooms and making sure everything is in proper order
- Prepare building for Sunday School and worship service to include closing and opening partitions and setting up chairs
- Plans with supervisor and carries out seasonal tasks such as floor polishing, carpet cleaning, and any other necessary tasks related to building upkeep
- Ensures safety devices such as fire extinguishers, smoke detectors, and emergency lights are operable at all times
- Replaces light bulbs and fluorescent tubes as necessary
- Set up and break down partitions and chairs for scheduled events and activities as directed by executive assistant
- Notify executive assistant of supplies needed to perform duties
- Perform minor repairs and report needs for major maintenance to appropriate person
- Provide needed services related to the usage of the building to include weddings, funerals, and other events or activities
- Assist in enforcing all rules and regulations
- Performs related duties as required.

### Requirements and Skills:

- Display high level of professionalism and a commitment to good interpersonal relationships, teamwork, and support of church people and practices
- Demonstrate limited knowledge regarding making minor repairs and maintenance
- Exhibit strong ability to communicate effectively and deal with people of all temperaments
- High level of organizational and team building skills with ability to multi-task
- Physical ability to stand, sit, bend, reach, climb and perform manual work that may include lifting 20 to 50 pounds
- Ability to exercise independent sound judgment and take initiative
- Ability to work independently and be self-motivated
- Strong work ethic with flexible schedule and dedication to quality work

**Resumes must be RECEIVED at the address listed above by the closing date.**  
**No hand delivered or faxed resumes will be accepted.**

**Position Vacancy:** Brookland Baptist Church, Northeast is currently seeking qualified applicants for the position of Sexton. A detailed vacancy announcement is posted on the bulletin board and on the church's website.