



TRINITY
EPISCOPAL
CATHEDRAL

Sexton / Facilities & Maintenance Worker

Trinity celebrates diversity and is committed to creating a safe & nurturing environment for all employees. Administrative employees are not required to belong to any particular faith. All are welcome to apply!

Position Title	Facilities & Maintenance Worker (Sexton)
Supervisor	Facilities Manager
Status	Part-time (19 hours/week). Non-exempt.
Compensation	\$18.00-\$20.00 per hour

Position Summary

The sexton on duty at Trinity Cathedral interacts with staff and parishioners, performs janitorial tasks as assigned, completes set-up and tear-downs for meetings & events, and maintains a safe, clean environment for all who work, visit, and worship at the Cathedral.

Responsibilities:

- Performs daily custodial tasks (*e.g., vacuuming, mopping, restroom and office cleaning, trash removal*) in a prompt & satisfactory manner
- Provides assistance before and after church services and other events.
- Supports facility use, including event setup, takedown, and cleaning for meetings, services, and other special events.
- Ensures building security as required for daily operations and functions.
- Other tasks as assigned by the Facilities Manager.

Qualifications:

- Self-starter with minimal supervision required.
- Team player with a safety-conscious mindset.
- Flexibility to accommodate unexpected scheduling needs and requests for assistance.
- Courteous and respectful attitude towards staff, parishioners, and facility users.
- Successful completion of a background check.

Skills:

- Proficient in custodial procedures and equipment.
- Previous experience in custodial and facility services.
- Basic familiarity with cleaning chemicals and equipment.
- Basic knowledge of computers and audio-visual equipment.

Physical Activities:

- Janitorial work, including lifting & carrying (15-45 lbs. daily) and occasional ladder climbing, pulling, pushing, reaching/working overhead, kneeling, and bending
- Use of hand tools
- Occasional heavy lifting/carrying (45 lbs. & over)
- Occasional crawling into crawl spaces and attic spaces
- Operation of motorized equipment (rarely)

Applicants should submit a cover letter & resume to Facilities Manager Elise Sandusky at elise@trinity-episcopal.org by Friday, December 1.

About Trinity Episcopal Cathedral:

Trinity is a progressive & welcoming congregation in Northwest Portland, dedicated to radical hospitality. With a congregation of approximately 1800 active members, we welcome thousands of guests and visitors annually for various events and community outreach programs.

As an Equal Opportunity Employer, we prioritize diversity and strive to provide a safe and inclusive environment for all employees, regardless of their background, beliefs, or identity. We open our doors to people of various faiths and beliefs, and employees are not required to belong to any particular faith or religion. Learn more at trinity-episcopal.org.