

## Position Opening

### Sexton at Fishers Island Union Chapel

#### Summary

Fishers Island Union Chapel is in an exciting time of renewal and growth with a new Designated Term Pastor who is ready to extend the reach of our ministries. The Union Chapel congregation is a friendly, dedicated group that conducts year-round worship and ministries on Fishers Island to nurture the spiritual life of residents and friends. We also provide a gathering place for special activities for the wider community.

The Sexton at Fishers Island Union Chapel works with the Pastor to maintain an attractive, clean, and accessible physical environment in the Union Chapel buildings and grounds, including the Thrift Shop and Parsonage, so that everyone in the community feels welcome to participate in our programs and ministries.

#### Responsibilities and Duties

##### Weekly

- Clean the interior of Union Chapel including floors, carpets, windows, and walls.
- Disinfect commonly used items like desks, door handles, office tools, and phones.
- Clean the bathroom and make sure the kitchen is tidy.
- Sweep away leaves on the walkway outside and in front of the doors before worship.
- Take the trash and recycling to the transfer station.
- In the winter, put out ice-melt on the walkway and at the side door.

##### As Needed

- Maintain inventory, informing the Administrative Assistant when cleaning supplies and paper products need to be ordered.
- Carry out practical tasks to maintain the thrift shop and parsonage.

*Other duties are listed in the full job description.*

#### Schedule

Four hours per week on a schedule established with the Pastor.

To apply, please email resume and cover letter to [rosanna@fiunionchapel.org](mailto:rosanna@fiunionchapel.org).