

Job Title: Sexton

Location: Kihei Lutheran Church, Kihei, Maui, Hawaii

Reports to: Property Team, Administrative Team

Position: Part-time

Kihei Lutheran Church is seeking a reliable person to serve as our Sexton. Duties will include light maintenance and other duties listed below for the church building and grounds and the parsonage. The Sexton will work closely with the Administrative Assistant and the Chairperson of the Property Team.

Sexton Tasks

- Light maintenance
- Setting up for meetings and events,
- Meeting with vendors doing work on KLC grounds
- Unlocking and locking the church building(s)
- Keeping the building and grounds looking neat through basic tidying or working with cleaning and property maintenance vendors.
- Being the person called for security alarms

Requirements for Hiring

- Agree to keep KLC information and KLC 'ohana information confidential
- Ability to communicate with vendors and with members of the congregation
- Ability to handle light maintenance work such as changing light bulbs or trouble shooting minor plumbing or electrical problems
- Ability to manage time
- Ability to work with other staff to convey and receive communication regarding jobs that need to be accomplished
- A reference check will be part of the hiring process

Hourly Position

- The Sexton will contact the Administrative Assistant or Property Team leader prior to commencing work.
- The Sexton will keep track of his/her time, listing the job(s) accomplished.

To Apply

Please send a brief cover letter and resume to personnel@kiheilutheran.org. Applications will be reviewed as they are received.