OPEN POSITION

Sexton

Position Summary
Along with their immediate supervisor, the Associate Director of Facilities, and working closely with the other Sextons, the Cathedral Receptionist and contracted security guards, our Sexton team fills a vital role at Grace Cathedral. Sextons are responsible for maintaining clean, safe and welcoming facilities; setting up and breaking down chairs, tables and stages as needed for services and events; interacting respectfully with visitors; reporting maintenance and safety needs; and ensuring that buildings are securely locked and alarmed at appropriate times.

For full job description, please visit https://gracecathedral.org/jobs/

Working at Grace Cathedral
Grace Cathedral is San Francisco’s Episcopal cathedral for everyone – a place of inclusive community, worship and spiritual practice, social justice, music and the arts, yoga and more. We work actively for racial, gender and LGBTQ+ justice, environmental stewardship, citizen awareness, support for seniors, and an end to gun violence.

You may know Grace Cathedral as a glorious house of prayer and healing for all people, a magnificent architectural treasure and a venue for inspired and provocative cultural and arts exhibits and performances throughout the year. But Grace Cathedral is also a great place to work!

Our mission is re-imagining church with courage, joy and wonder.

We celebrate diversity, are committed to anti-racism and seek job candidates who will bring their unique experience to enrich our culture and organization.

For lay positions, it is not required to belong to or practice a particular faith in order to work here, but everyone on our team should be aligned with the vision, mission and values of Grace Cathedral and contribute to achieving its strategic goals.

Qualifications, Skills and Traits We Are Seeking
- High school diploma or equivalent required and a minimum of one year of related custodial experience
• High level of attention to detail; able to work cooperatively as a member of a team as well as independently, work tactfully under pressure
• Computer skills required to read, comprehend and respond to written instructions, schedules, notifications and emails
• Self-directed, proactive, collaborative, flexible, positive

**Compensation and Benefits**
Our benefits package includes medical, dental and vision coverage, a retirement plan with a 5% employer contribution and up to 4% employer match, paid vacation and sick time, and 14 paid holidays a year including your birthday.

**Application Procedure**
• Email cover letter along with résumé to jobs@gracecathedral.org
• Include position title in the email subject header
• No faxes or phone calls please
• Grace Cathedral is an Equal Opportunity Employer