# Parish Sexton (Facility Maintenance Associate) Part-Time

## Holy Nativity Episcopal Church

Westchester, Los Angeles, California

Pay: $20 – $25 per hour, depending on experience

Schedule: 12–15 hours per week, including some Sundays

Benefits: Paid sick leave and access to additional employee benefits, where applicable

### About Holy Nativity Episcopal Church

Holy Nativity Episcopal Church is a welcoming parish rooted in Westchester, Los Angeles. Our campus includes a church, parish hall, garden, and community gathering spaces that serve both our congregation and outreach partners such as Grass Roots Neighbors, Food Pantry LAX, and CODA. We seek a part-time Building & Grounds Manager (Sexton) to maintain the safety, functionality, and welcoming appearance of our facilities and outdoor areas.

This position is ideal for a proactive, self-motivated individual with practical skills in light maintenance and facilities care who is committed to supporting community work.

### Job Summary

The Building & Grounds Associate is responsible for caretaking the Holy Nativity campus. This includes maintaining mechanical and utility systems, overseeing cleaning and landscape services, ensuring security, managing supplies, preparing for events, and performing light repairs or coordinating outside professionals as needed.

### Key Responsibilities

* Monitor and maintain functionality of the church buildings and grounds, including HVAC, electrical, plumbing, lighting, and basic repairs
* Serve as liaison to contract cleaners and landscapers; provide light cleaning and yard work between their visits
* Track supply inventory and reorder janitorial and paper goods as needed
* Manage all trash and recycling, including barrel placement and cleaning receptacles
* Prepare shared spaces for events, including table/chair setup, A/V, cleanup, and lock-up
* Coordinate with outside groups using the campus; manage access, track key assignments, ensure security
* Identify issues early and secure professional repair estimates when necessary
* Perform regular walk-throughs of the property to ensure safety, cleanliness, and hospitality

### Required Qualifications

* Hands-on experience with building systems, tools, and facilities upkeep
* Strong time management and self-direction
* Ability to lift up to 50 pounds and perform physical tasks (bending, climbing, sweeping, etc.)
* Basic communication and coordination skills in English (written and verbal)
* Safety-conscious and dependable

### Preferred Qualifications

* High school diploma or GED
* Two or more years in building maintenance or custodial roles
* Basic "mental math" and comfort working independently without supervision

### Additional Requirements

* Availability Sundays and select Saturdays plus major church holidays
* Background check and LiveScan fingerprinting required
* References from previous employers required

### How to Apply

Qualified candidates will submit the following to Katherine@realhumanhr.com
- A brief cover letter outlining their interest in this role
- A current resume
- Two professional references
- A confirmation that you can complete all duties listed in the job description without additional training or support

Final candidates may be asked to complete a brief hands-on or scenario-based assessment.

### Equal Employment Opportunity Statement

Holy Nativity Episcopal Church is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, national origin, disability status, protected veteran status, or any other characteristic protected by California or federal law. We comply with all employment laws enforced by the California Civil Rights Department (CRD).