

9 December 2024

Trinity Episcopal Cathedral in Downtown Pittsburgh is in search of a Building Steward/Sexton. This is a full-time position with benefits. Salary commensurate with experience.

Key responsibilities include:

- Cleaning and upkeep:
 - Regularly cleaning the interior of the church, including the sanctuary, offices, restrooms, and common areas.
 - Maintaining the exterior of the building, including sidewalks, burial ground, and landscaping.
 - Dusting, sweeping, vacuuming, polishing, and mopping floors
 - Emptying trash cans and recycling bins
 - Window cleaning
- Maintenance and repairs:
 - Performing minor repairs like changing light bulbs, fixing leaky faucets, and patching small areas
 - Identifying and reporting larger maintenance issues to the Building and Grounds Committee
 - Coordinating with outside contractors for repairs and maintenance work
- Event preparation:
 - Setting up and taking down chairs, tables, and other equipment for church events
 - Preparing the sanctuary for special services like weddings, funerals, and holidays
- Security and access:
 - Locking and unlocking doors, securing the building during non-service hours
 - Monitoring security systems and reporting any suspicious activity
- Groundskeeping:
 - Mowing lawns, trimming hedges, and weeding garden beds
 - Maintaining outdoor features like benches, walkways, and signage
 - Removing snow and ice from walkways in winter

Required skills and qualifications:

- Physical ability: Ability to lift heavy objects, climb ladders, and perform tasks requiring physical exertion
- Basic maintenance skills: Knowledge of basic handyman tasks like plumbing, electrical, and carpentry
- Attention to detail: Ability to maintain a high standard of cleanliness and presentation
- Reliability and punctuality: Consistent availability to perform scheduled duties
- Customer service skills: Ability to interact with church members, staff, and visitors in a courteous manner

If you are interested or you know of someone who may be perfect for this work, please contact the Rev. Cn. Dr. Mary Jayne Ledgerwood, Canon of Administration for the Cathedral, mjledgerwood@trinitycathedralpgh.org or 412 232.6404, extension 229.