

## **Student Tour Guide/ Archivist Job Description**

### **Duties:**

- Care and maintenance of Christ Church archive collection. Create a comprehensive catalogue of items in the collection.
  
- Working knowledge of database systems preferred ( Microsoft Office or Google Suite)
  
- Experience working in an archival setting and experience in arrangement and description of archival collections preferred but not necessary
  
- Strong organizational, communications and interpersonal skills, and the ability to work accurately and independently.
  
- Conduct tours of historic Christ Church Dartmouth
  
- Performs related duties as required ( light cleaning, other office duties, etc.)

### **Requirements:**

- Must be able to work mornings and possibly weekends, and hours throughout the week.
  
- Enrollment in recognized university/ post secondary program required.
  
- Must be comfortable speaking in public
  
- Ability to read, write and accurately follow oral and written instructions.
  
- Excellent command of the English language (both oral and written) required.
- Self motivated and able to work unsupervised at times
  
- Must follow SAFER Church Guidelines

### **Working conditions:**

Work will be directed by the Historical Committee and Parish Administrator. The work is primarily located in the Church Vestry and Hall. The successful candidate will be responsible for creating a catalogue of the items held by Christ Church Historical Committee and providing guided tours of the church and/or its cemetery when requested.

### **Pay Rate:**

- \$14.00 – \$15.00 depending on experience

## Student Groundskeeper Job Description

### **Duties:**

- Care and maintenance of Christ Church Cemetery
- Care and maintenance of Christ Church property
- Use and maintenance of various grounds keeping equipment, tools, and vehicles used in performance of job duties.
- Keeps grounds clean including Columbarium Garden
- Mows, trims and edges lawns, picks up papers and other debris, rakes leaves & grass, pressure wash or hose down areas as needed, weeds and waters flower beds.
- Maintenance of storage buildings, fences, bleachers, picnic tables
- Performs related duties as required.

### **Requirements:**

- Must be able to work EARLY morning and possibly weekends, and hours throughout the week.
- Must be a recent graduate or returning student.
- Skill in use of hand and power tools. Must be able to lift 35-45kg.
- Ability to read, write and accurately follow oral and written instructions.
- Ability to apply safety practices
- Self motivated and able to work unsupervised at times
- Must follow SAFER Church Guidelines

### **Working conditions:**

Work will be directed by the Parish Administrator and Parish Sexton with consultation with the Property and Perpetual Care Committee Chair(s). The work is primarily outdoors; exposed to variable temperatures and weather conditions, dirt, dust, fumes, odors, loud equipment noise, and potentially dangerous equipment (mower, weed eater, tractors, etc.); may require periods of physical exertion; will work varied hours if required.

### **Pay Rate:**

- \$14.00 – \$15.00 depending on experience

**Part-Time Sexton  
Christ Church Dartmouth  
Duties and Expectations**

Summary:

The church sexton will be responsible for cleaning, light maintenance duties, minor repairs to the church buildings and grounds and other tasks such as setting up and moving of furniture, etc. as designated and assigned. This is an essential service to the church in that it provides a clean, comfortable, safe environment to promote the mission of the church.

The sexton will report to and be supervised by the Parish Administrator (PA) who will coordinate with other staff and volunteers to determine set up and other needs. The sexton may communicate directly with the senior warden, chair of the Property Committee and PA as needed.

Duties:

- Cleaning duties will include such things as, among other things: sweeping, vacuuming, mopping of floors; dusting and wiping down of various surfaces; cleaning windows.
- Hygiene duties will include such things as: taking out trash and recycling, thorough cleaning of bathrooms, shampooing of carpets as needed, etc. It is also expected that the sexton will replenish such things as paper towel, toilet paper etc. throughout the church and will communicate with the church administrator regarding needed supplies.
- Maintenance duties will include such things as: changing of batteries and light bulbs (within reach of a ladder); updating clocks, changing filters, painting, trimming outside plantings, light repairs and other duties.
- Program Support (Parish Activities/Missions, rentals, etc) duties will include: frequently set up rooms throughout the church building as

needed for upcoming events after consulting with the Church Administrator. Tables, chairs and any other set up will need to be worked into the regular schedule.

- Repair duties will include: major repairs and other improvements will be as needed and will depend to some degree on the individual's skills and money available. All major projects must be approved by the Property Committee and Parish Administrator.
- Property related regular maintenance including lawn care, snow removal\*, ice control\*, raking, etc.. especially in preparation for Sunday services
- \*Snow removal to clean up stairs, doorways and any areas not plowed by the contractor. There is an expectation that the doors and stairways need to be cleared and salted prior to the **8:00 Sunday service**. Note: even on a nice day, overnight freezing will necessitate the spreading of salt prior to the Sunday services. In times of major snow/ice events extra compensation can be discussed for this duty.

#### Expectations:

- Cleaning duties **must** be done on a weekly rotation, example Upper Hall floors mopped every Monday, all washrooms cleaned Monday and Thursdays, etc. The frequency of cleaning will depend on level of use of the spaces and may have to be done more often if rentals or parish events are taking place
- Communicate with the PA and Property Committee any/and all repairs and a timeline for their completion.
- All tasks completed within the scheduled workday or within the timeline provided prior to starting a project.

- To the best of their ability adhere to a set work week. This may vary week to week and can be discussed at weekly Staff Meetings (Mondays at 9:30am)
- Extra projects such as painting, reorganizing spaces, etc.. be completed after the regular duties of cleaning are complete for the week/day.
- Maintain a log of regular duties including garbage removal/pick ups, extra projects, repairs noted to be investigated, etc.. This log is a references guide for the PA and parish executive should they be needed to help during the sexton's absence for vacation or other times off. A **snow clearing and salting need to be clearly logged** in either the sexton's log book or a separate snow book. This is a requirement of our insurance.
- Annual inspections of various systems dates ( ex.: back flow, fire extinguishers, etc..) recorded.
- The sexton is often called upon to interact/assist electrical, plumbing or other workers who have been hired for maintenance and repairs. This will be included with the weekly tasks assigned by the PA.