September 2026

Facilities Technician (Sexton)

Cathedral Church of St. Paul

138 Tremont Street, Boston, MA 02111

$22 - $24 an hour - Full-time

Full job description

Summary: Located on Boston Common, the Cathedral is a community of congregations, a spiritual center for the Episcopal Diocese of Massachusetts, and a vibrant part of the downtown community. Reporting to the Facilities Manager, the Facilities Technicians (Sextons) ensure that our space is clean and prepared to support the people and programs we host, helping the cathedral to fulfill its mission.

Essential Duties and Responsibilities

Custodial Work – approx. 50% of job

- Event and meeting set-up and break-down including breaking down furniture and equipment
- Interior Cleaning and upkeep, including sweeping, mopping, vacuuming, and maintaining floors as needed
- Exterior Cleaning and upkeep, including trash bins, alley, and public-facing areas sidewalk and porch
- Snow-shoveling and salting

Building Maintenance – approx. 25% of job

- Fixture and equipment repair
- Basic plumbing
- Basic electrical work
- Basic carpentry
- Painting

Reception Desk & Security – approx. 10% of job

- Covering the front desk when Receptionist is on breaks
- Being part of assessing responses and risks
- Monitoring entrances for special events or programs

- Opening building in the morning and/or closing it at night
- Monitor building premises for safety and report any concerns to applicable and relevant staff

Miscellaneous Program Support – approx. 15% of job

- Moving and inventorying supplies
- Helping other staff and building users with unloading and loading
- Helping building users with basic A/V needs
- Communicating with/welcome of building users

Required qualifications:

- **Always safety minded**
- The ability to work as part of a diverse team
- Ability to work independently and manage time effectively
- Ability and comfort climbing ladders
- Strong communication skills
- Ability to lift and carry 50 pounds
- The ability to work a complex, urban environment in a facility that serves unhoused people, LGBTQ people, and people with a wide range of religious commitments

Preferred Qualifications:

- 5 years of building maintenance experience
- A basic understanding of electrical, plumbing, and HVAC systems
- Basic computer skills
- Familiarity in working alongside volunteers and staff in a religious institution

Facilities Technicians (Sextons) work 8 hr. shifts, including weekend hours. Paychecks are cut biweekly. Overtime pay is offered for work over 40+ a week. This job is entirely on-site. Ability to reliably commute is essential.

The cathedral is an equal-opportunity and affirmative action employer, People with a criminal record are encouraged to apply.

Job Type: Full-time

Expected Hours: Variable 8 hour shifts; no less than 40 hours per week

Pay: $22.00 - $24.00 per hour

Benefits:

- 401(k)
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

People with a criminal record are encouraged to apply

Work Location: In person