

## **St. Luke Lutheran Church Custodial Responsibilities**

### Once a week (or more often if needed)

- All Bathrooms
  - Wipe down toilets, seats, lids, behind seats
  - Clean toilet bowls
  - Wipe down counters
  - Clean mirrors
  - Sweep/Vacuum Floor
  - Stock toilet paper, soap, paper towels
- Sanctuary
  - Sweep/Vacuum walkway and between pews
  - Vacuum chancel area
  - Check seating area in pews for paper/garbage etc.
  - Check hymnal racks for garbage
  - Wash Interior Windows
- Fellowship Hall
  - Vacuum fellowship hall
  - Wipe down kitchen counters if needed
  - Wipe down all tables if needed
  - Sweep kitchen floors
  - Put away dry dishes as needed
- Vacuum Offices and Sunday School Rooms
- Garbage
  - Empty all garbage cans and replace all trash bags
- Entryways
  - Vacuum the narthex
- Set-up Requests from members and staff if pertinent
- Check AED green check mark & sign AED check-sheet.

### Twice a Month (and before Funerals, Wedding, Christmas, Ash Wednesday, Maundy Thursday, Good Friday, Easter, and other special services as requested)

- Bathrooms
  - All bathroom jobs above in addition to:
    - Mop bathroom floor
- Sanctuary
  - All sanctuary jobs above in addition to:
    - Vacuum under cushions in pews
- Fellowship Hall Kitchen
  - Mop kitchen floor
- Cleans pertinent rooms after special events when requested

### Hours and Pay

- Pay TBD. 2-4 hours per week.