

**St. John's Lutheran Church**  
**CLEANING DUTIES-----Job Description**

**Weekly:**

1. Vacuum sanctuary carpet, Narthex, rugs in stairwells & entry rug in Narthex (Especially in winter)
2. Empty all garbage into large can & change bags
3. Tidy up pews
4. Clean (sanitize) bathrooms: sweep & mop floors, clean sink, toilet, mirrors
5. Restock toilet paper & paper towels in all bathrooms and kitchen
6. Straighten chairs/tables in basement
7. Wipe down counters in kitchen (as needed)
8. Check Altar candle oil (refill as needed, usually every other week)
9. Check Acolyte candle lighters in office (refill as needed)

**Every other week:**

1. Vacuum stairwells & choir loft
2. Sweep floor under pews and woodwork along the outer walls of the sanctuary (more frequently in winter)
3. Sweep/mop/ vacuum office floor (more frequently in winter)
4. Dust: sanctuary, office, narthex, choir loft & basement
5. Clean cobwebs from corners & sills and stairways
6. Wipe down tables in basement

**As Needed:**

1. Sweep basement floor (including kitchen)
2. Mop basement & office floor (more frequently in winter)
3. Mop floor under pews (every few weeks)
4. Wipe down Pews & vacuum pew cushions
5. Wax floors before Christmas, Easter & after VBS
6. When notified, clean pre & post for weddings and funerals
7. Wipe out fridge
8. Keep track of cleaning supplies and paper products and notify the office or council when you are getting low

**Every three months:**

1. Wash windows in sanctuary, basement, and glass in doors (or as needed)

[Home](#)