

PUBLIC LIBRARY  
CLEANING PERSONNEL  
JOB DESCRIPTION

**GENERAL STATEMENT OF DUTIES:** Performs routine manual work involving janitorial duties in the library and does related work as required.

**SUPERVISION RECEIVED:** Works under the supervision of the Library Director.

**EXAMPLES OF PRINCIPAL DUTIES:**

1. Performs routine cleaning duties in the maintenance of floors, restrooms, and furniture, including the tables and shelving throughout the library.
2. Empties garbage both in the library and outside of the building.
3. Maintains a clean and attractive appearance within the library.
4. Checks sidewalk areas directly in front of the library as applicable for the weather, spreading ice melt as necessary. Keeps the area in front of the main door clear of leaves and other kinds of debris.
5. Replenishes supplies.
6. Reports damage to structures and equipment requiring repair.
7. Informs the Library Director of supplies and equipment needed.

**RECRUITING REQUIREMENTS:**

**KNOWLEDGE, SKILL, AND ABILITY:** Knowledge of methods and techniques used in building cleaning principles. Some knowledge of building maintenance would be helpful. Ability to use cleaning tools necessary for cleaning maintenance. Ability to regulate time to the library's benefit. Ability to perform moderately heavy manual tasks.

**EXPERIENCE AND TRAINING:** Experience helpful and any satisfactory equivalent combination of experience and training.

**WAGE SCALE:** Hourly based upon experience and per City of Wage Ordinance.