

## ***Job Description*** **Custodian**

**Classification:** Library Custodian – entry level

**Summary:** Library Custodian is responsible for the appearance, cleanliness, and maintenance of the library building and grounds.

**Work Schedule:** Part-time, 5-10 hours per week, consisting of a combination of days, evenings, and weekends; may vary to accommodate the needs of the library.

**Salary:** Salary for part-time Library Custodian begins at \$9 per hour.

**Application information:** Cover letter, resume, and two references submitted to Library Director at time of application.

**Supervision Received:** Works under the direction and supervision of the Library Director.

### **Basic Qualifications**

- At least 18 years of age.
- High School education or equivalency diploma.
- One year work experience.
- Able to interact with public and co-workers in a friendly manner, while exercising patience, follow-through, and a high quality of customer service.
- Relevant combination of education, experience and training.

### **Preferred Qualifications**

- Custodial or janitorial experience.
- Knowledge of cleaning techniques, tools, and cleansers.
- Experience dealing with wide range of general building maintenance issues.

### **Duties/Responsibilities**

1. Vacuum and mop floors.
2. Clean bathrooms.
3. Take out trash and recycling.
4. Dust all surfaces.
5. Clear off and wipe down tables and chairs.
6. Wipe down public computer areas.
7. Assist in seasonal maintenance of outdoor areas.
8. Prepare spaces for use by in-house events and/or outside meetings and groups.
9. Assists with preparation of spaces for library events, as directed.
10. Report to the director any areas of the library which may need further special cleaning or maintenance attention.
11. Other duties as assigned by the director.

### **Knowledge, Skills and Abilities**

Detailed instructions and close supervision are received during training and on new assignments, but routine assignments are carried out independently. Use of individual initiative and good judgment, based

on established policies and procedures, is expected as experience is gained.

- Stay organized and on task.
- Ability to understand and follow oral and written instructions
- Attention to detail.
- Prioritize tasks within work assignment.
- Work independently and takes initiative to successfully complete duties.
- Work together with other employees to provide quality services to customers.
- Tact and courtesy in dealing with staff and public. Ability to create courteous pleasant first impression of library
- Flexibility to deal with multiple and extra unexpected tasks.
- Able to work with a minimum of supervision individually as well as with others and regularly takes personal initiative to execute work responsibilities.

#### **Physical Demands**

- Frequently required to reach with hands and arms, stand, walk, sit, use hands to finger, grasp, handle, feel or operate objects, tools, or controls, talk and hear.
- Lift and/or move up to 40 pounds.
- Constant movement through walking, pushing, lifting, carrying, stooping and crouching, reaching, climbing, and balancing.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

#### **Work Environment:**

- The work characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Employee performs a variety of tasks following instructions provided.
- The noise level in the work environment is generally quiet.

**Personal Attributes:** Ability to deal with associates and the public in a courteous manner; ability to make decisions of other than a routine nature in order to meet controlling conditions; neat personal appearance; emotionally stable; pleasing manner.

*Note: This job description is not, nor is it intended to be, a complete comprehensive statement of all duties, functions and responsibilities which comprise this position.*