

Job Title: Custodian

Reports To: Director

Supervises: None

Purpose: The Custodian position is a vital part of the library, maintaining all areas for general cleanliness and functionality.

Scope: The Custodian position is not a primary patron service position, but must be able to offer minimal assistance to patrons encountered. The Custodian cares for the facility that the patrons use to access library services.

Daily

- Empty trash
- Vacuum reading room and upper level (Children's, Computer Lab and Fiction)
- Dust mop main lobby and between stacks
- Restrooms upstairs, downstairs.
 - Scrub stools and sinks
 - Sweep and mop floors
 - Check dispensers (toilet paper, paper towels, soap)
 - Clean mirrors
- Clean break room sink and counter, circ office sink
- Clean and sanitize water fountain
- Clean front door glass
- Power on computers
- Respond to requests for maintenance help: replace bulbs, etc.

· Wipe down hard surfaces (tables, counters, circ desk, etc.)

Weekly

- Sweep and mop stairs down to basement (front and back) and downstairs corridors and landings
- Dust shelves, windows and blinds, and tables
- Mow or water
- Vacuum back offices

As Needed

- Snowblower
- Take books to storage

Note: All duties can be rescheduled as needed by consultation with Director. The primary goal is to present the Library as clean and functional to the public.