



Position Description

Job Title	Custodian
Department	Library
Employment Status	Part-time and Full time
Exempt/Non-Exempt Status	Non-exempt

Scope of Work

Under the general direction of the Head of Operations, this position performs maintenance and janitorial work, which includes plumbing, electrical, carpentry, painting and other duties necessary to keep the Library and surrounding area safe and clean, according to the policies set forth by the Library Board and in alignment with the organizational vision, mission, service values, and goals.

Supervision

Received	Head of Operations
Exercised	None

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change. **It is the Library's expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of all services that we provide to our patrons.**

- Cleans floors, bathrooms, windows, walls, hallway fixtures, etc., vacuums and shampoos rugs; dusts, cleans and polishes office equipment and furniture.
- Collects, recycles and/or disposes of wastepaper and refuse.
- Sweeps and shovels snow and debris from walkways and driveways.
- Cares for grounds and shrubbery adjacent to library.
- Maintains and replenishes cleaning and related supplies and equipment.
- Performs minor maintenance and repairs to include carpentry, plumbing, electrical, painting, etc.

- Monitors and adjusts heating and cooling requirements in building.
- Performs routine maintenance of heating and ventilating equipment.
- Replaces light bulbs and batteries as needed.
- Notifies supervisor of need for major repairs or additions to lighting, heating, ventilating and other equipment.
- Sets up and takes down chairs, tables and equipment in the meeting room and for programs.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from high school or GED equivalent, and 1 – 3 years of experience in commercial cleaning and custodial work, with experience in repair of heating and air conditioning equipment, plumbing and electrical work preferred; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • Building maintenance, cleaning practices and procedures. • Carpentry, plumbing and practical electricity. • The operation and care of heating and ventilating systems. • The operation, care and use of power floor scrubbers, hand and power tools, and other equipment and supplies used in general cleaning, maintenance and repair work. • Approved materials needed to be effective in large scale cleaning and maintenance. • Occupational hazards and the practices and techniques used to avoid or minimize risks.
Ability to	<ul style="list-style-type: none"> • Understand and carry out instructions. • Work independently with minimal supervision. • Work with cleaning compounds, detergents, chemicals and other solutions. • Perform continuous physical effort, occasionally of a strenuous nature, and sometimes under adverse weather conditions. • Work on ladders and at heights. • Establish and maintain effective working relationships with supervisors, coworkers and the general public.
Skill in	<ul style="list-style-type: none"> • The use of cleaning supplies and equipment. • Listening, oral and written communications.

Necessary Special Requirements

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly indoors; hand-eye coordination is necessary to operate various pieces of cleaning supplies and office equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to bend, climb, balance, stoop, kneel, crouch, or crawl.
- The employee may frequently be exposed to adverse weather and other unpleasant conditions such as heat, cold, wetness and humidity; dim or bright lights, dust, odors, noise, vibrations, toxic agents, chemicals and electrical currents.
- The employee must occasionally lift and/or move up to 50 pounds, and sometimes in excess of 50 pounds.