

**Caestecker Public Library
Custodian Position Description**

TITLE: Library Custodian

RESPONSIBILITIES OF POSITION:

The **Library Custodian** provides janitorial/housekeeping duties, inside cleaning, room set-up and take-down, and general custodial duties at a busy public library. Some snow removal and outside custodial duties are required. Must be friendly, honest, hardworking, dependable, and have exceptionally strong time management and customer service skills.

SCHEDULE

1. Schedule is currently 15 hours per week, Monday-Friday, some weekends as needed for programs and book sales.
2. Early mornings desired, preferred schedule 6:00-9:00 a.m.
3. Additional hours may be available for special projects, snow removal, programs/book sales.
4. Hours and schedule are subject to occasional change

DUTIES/EXAMPLES OF WORK:

1. Floor and carpet cleaning.
2. Dusting and sanitizing furniture, counters, computer stations, baseboards, and bookshelves.
3. Restroom cleaning and sanitizing; restocking supplies as necessary.
4. Trash and recycling removal
5. Cleans windows and glass doors.
6. Change furnace filters.
7. Change light bulbs.
8. Quarterly check sump pumps and battery backups. Monitor sump pump counters and record use weekly.
9. Monitor level of salt in water softener. Replace as needed.
10. Monthly check of fire extinguishers and fire alarm system.
11. Snow removal and salting.
12. Advise director on equipment and supply purchases.
13. Minor repairs and painting as requested by director.
14. Performs other related work as required.

SKILLS AND ABILITIES:

1. Ability to recognize sanitary facility requirements.
2. Understanding of basic plumbing, electrical, and HVAC maintenance.
3. Self starter, can work without close supervision.

4. Communication Skills: effectively communicate information both in written and oral form.
5. Reading Ability: effectively read and understand information contained in maintenance manuals and on cleaning solution containers.
6. Ability to Comprehend and Follow Instructions: effectively follow instructions from director, verbally, in written form, and via web-based calendars and communications on staff computer software platforms.
7. Time Management: set priorities in order to meet assignment deadlines and changing schedules.

PHYSICAL DEMANDS OF POSITION:

1. Sitting, standing, walking, climbing (including ladders), and stooping.
2. Bending, twisting and reaching.
3. Far vision at 20 feet or further; near vision at 20 inches or less.
4. Ability to lift and carry objects weighing 75 pounds; ability to push and pull objects weighing 150 pounds; May work outdoors for short periods.

ENVIRONMENTAL/WORKING CONDITIONS:

1. Mostly inside work environment. Some snow removal and grounds maintenance required.
2. Ability to work under conditions which require exposure to environmental factors such as temperature extremes, heights, wetness, chemicals, electrical currents, machinery, and/or dust. This exposure may cause some discomfort and may present a risk of injury.

GUIDELINES

1. Adhere to Library Board policies and library personnel handbook. These guidelines are open for interpretation and require the ability to interpret and apply such guidelines in various situations.
2. Comply with established standards of work.
3. Adhere to safety practices and procedures.
4. Maintain records in compliance with records retention policies.

EDUCATION AND EXPERIENCE:

1. High school diploma or GED.
2. Some previous commercial custodial work experience.