

## **Custodian Job Description**

**Primary Duties:** The Custodian ensures that the physical facilities and grounds of the library are clean, orderly, well maintained, and safe for customers and staff. The Custodian also performs preventive maintenance and basic repair work on the property and equipment.

### **Essential Functions**

- Maintain overall order and cleanliness of the library building which includes but is not limited to the following tasks: sweep, mop, and buff floors; vacuum and clean carpets; dust and clean furniture, shelves and equipment; polish metal work; wash windows; clean interior glass; clean and supply restrooms; collect and properly dispose of trash.
- Maintain overall order and neatness of library grounds which includes but is not limited to the following tasks: mow grass; trim hedges; maintain attractive landscape areas by planting, mulching, pruning and fertilizing; collect and dispose of leaves, limbs, and other debris; keep parking lots clean; shovel snow and ice and apply ice melt as needed to sidewalks.
- Maintain order, safety, and cleanliness of storage areas.
- Track inventory of custodial supplies and order supplies as needed.
- Help customers and staff in moving and carrying items.
- Perform basic carpentry (assembling furniture, hanging pictures, etc.)
- Adhere to instructions for mixing and diluting cleaners, disinfectants, and other chemicals to ensure proper usage strength.

### **Specific Knowledge, Skills and Abilities Required:**

- Attention to detail, positive attitude, and strong work ethic.
- Knowledge of standard building cleaning practices, supplies and equipment, and the ability to use them economically and efficiently.
- Comfortable using hand tools and power tools.
- Ability to work under minimum supervision.
- Ability to take initiative and solve problems.
- Ability to exercise independent judgment in emergency situations.
- Ability to detect malfunctions in equipment and troubleshoot repairs.
- Ability to climb a ladder and perform work above ground level.

**Physical Requirements and Work Environment:**

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. The employee is required to climb or balance and stoop, kneel, crouch, or crawl.

Work performed by the employee includes strenuous physical activities, and frequent, sustained operation of building and custodial equipment is required.

The work environment includes exposure to chemicals and vapors, debris and dust, and other uncomfortable conditions. Some work is performed outdoors in all kinds of weather conditions.

**Other Special Requirements:** Valid driver's license and reliable transportation

**Education and Experience**

- High school diploma or GED required.
- Experience in custodial services is required.
- Experience in basic handyman repairs is required.

**Reporting Structure**

- Reports to Library Director

**Schedule:** Full time, 40 hours per week. Varied schedules may include mornings, afternoons, evenings, and weekends in various departments. Dependability and diligent attendance are required. The employee must be willing to be on 24-hour call for facility upkeep and emergencies.

**Salary Range** - \$17.25 – \$19.22 (\$35,880 – 39,977) dependent upon education and experience

**Benefits** – health, dental, vision, retirement, vacation, sick, holiday pay