

## **Custodian**

### **Job Description**

**Position Title:** Custodian

**Reports to:** Director

**Category:** Part-time hourly with paid holidays per Library Policy

**Salary:** Beginning range \$12.00-\$14.00 per hour

**Job Summary:** Responsible for routine maintenance and cleaning of all five Cass District Library branch halls, public areas, staff work areas, restrooms, storage areas, and offices in a clean, orderly, safe and sanitary manner.

**Qualifications:** Valid driver's license and high school diploma. Preferred experience with facilities maintenance and custodial work.

**Hours and Location:** This is a part-time position of 20 hours per week and reports directly to Library Director. Work schedule could include weekend and evening hours as needed. All employment is at will.

### **Responsibilities:**

- Cleans bathrooms, offices, hallways, furniture, computers, phones, windows, and any other assigned areas by sweeping, mopping, vacuuming, scrubbing, disinfecting, and polishing.
- Moves, rearranges, and dusts furniture and fixtures.
- Cleans and replenishes supplies in restrooms.
- Operates wet/dry vacuum for cleaning and shampooing carpeted areas.
- Empties trash and recycling receptacles and readies trash for regular waste pickup.
- Cleans staff lounge, cleans refrigerator and microwave.
- Sets up and takes down meeting rooms for library and public programs.
- Keeps accurate and tidy inventory and record of supplies.
- Maintains equipment used in the position.
- Independently opens and closes library building in a secure and safe manner.
- Reports any maintenance concerns or unsafe conditions to the Supervisor.
- Performs other duties as assigned by the Supervisor.

### **Experience and Attributes:**

- Ability to quickly and efficiently carry out custodial and janitorial tasks according to a regular schedule with minimum supervision.
- Ability to perform minor repairs and use standard hand tools, shovels, brooms, floor buffer, carpet cleaner, lawn equipment, snow blower, and other equipment.
- Physical ability to move furniture and equipment, boxes and containers of library materials, shovel snow and ice, operate floor cleaning and maintenance equipment, and do other tasks.

- Ability to work within all occupational working guidelines and to keep informed as to changes in them.
- Ability to work under stress, frequent interruptions, and changes in work priorities.
- Works independently and takes initiative to successfully complete duties.
- Punctuality and dependability.
- Ability to work cooperatively with library staff in a team environment

**Physical Requirements:** Ability to stand, sit, bend, twist, stoop, reach and grasp, walk, push, pull, or lift materials and equipment weighing 40 pounds or more. Tolerance for heat and cold due to outside nature of duties. Ability to maneuver and use ladders, shovels, snow blower, and other janitorial appliances as needed.

The duties and responsibilities for this position, including essential job functions and responsibilities, supplement the Cass District Library Personnel Policies and work rules applicable to all employees and may change or increase as judged necessary by the Library. The Library reserves the right to assign work outside of an employee's regular job assignment and/or to change an employee's regular job assignment or job description at any time.