



Position Description: Custodian

Position Title: Custodian

Rate: Part Time/Hourly

Schedule: Up to 20 hours/week; Occasional evening and weekend hours

Immediate Supervisor: Director

Position Summary:

Performs general cleaning and minor maintenance duties in maintaining library building, adjacent walks and grounds, and equipment in clean, orderly and functional condition.

Performs maintenance duties and reports further building repair issues to the Director.

Principle Duties:

- Receives oral or written orders from Director and Assistant Director.
- Regularly inspects equipment, building and grounds and reports needed changes or repairs
- Cleans rooms, hallways, restrooms, offices, stairways and windows.
- Uses brooms, mops, and floor equipment to sweep, mop, strip and wax floors.
- Uses vacuum cleaners to clean rugs, carpets, upholstered furniture and blinds.
- Dusts furniture and equipment.
- Washes walls, ceilings, woodwork, windows, doors and sills.
- Makes minor carpentry, electrical, mechanical and plumbing repairs or provides recommendations for vendors for repairs
- Empties trash daily and put it out for pick up each week.
- Replenishes restroom supplies.
- Replaces light bulbs.
- Follows all applicable safety rules and procedures.
- Participates in general cleaning, painting, and repair work.
- Uses hand tools and power tools in making minor maintenance repairs and maintaining grounds and walks.
- Moves tables and chairs and equipment as needed.
- Provides assistance to officials, staff, visitors, and other employees as necessary.

Qualifications:

- High school diploma or equivalent
- Must be able to lift up to 50 lbs. occasionally
- Knowledge of cleaning equipment; use of lawn mowers, snow blowers, etc..
- Ability to make minor repairs as needed
- Requisite experience preferred
- Ability to read and write with basic vocabulary

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.