



Custodian/Janitor

Scope of Position:

Under the supervision of the Library Director, the Custodian is responsible for maintaining a clean, comfortable, and safe environment within the library. The Custodian identifies and reports any problems related to the library to the Director and may recommend solutions. Work requires use of power and hand tools in the performance of various tasks of moderate complexity. Custodian responds to building emergencies after hours of library operation. Does related work as required.

Essential Duties: (Illustrative Only)

- Establishes and maintains a schedule of routine janitorial and general maintenance work required to maintain a safe library facility and grounds. Performs custodial duties on a regular basis. Duties include but are not limited to vacuum and spot clean carpets; mop floors, clean all glass, empty trash and recycling bins, set trash and recycling to curb, shovel snow and de-ice sidewalks in morning, cleans restrooms and refills supplies, maintains inventory of cleaning supplies and equipment.
- Performs preventative maintenance work and repairs damages in library facility. For example: changing light bulbs, replacing washers in sinks, etc. Assemble equipment and furnishings purchased by the library when needed.
- Maintains building components. Light fixtures, handles, glass, etc.
- 6 days per week, approximately 2 hours per day.

Minimum Qualifications:

High school diploma or equivalent preferred.

Valid driver's license.

Ability to work independently and complete daily tasks efficiently. Ability to lift heavy objects, walk and stand for extended periods of time. Ability to effectively communicate and follow instructions. Establish effective working relationship with library staff.

Physical Demands

Employee must occasionally lift and/or move up to 50 pounds. Employee is often required to operate and use tools and equipment including vacuums, drills, shovel, rake, broom, mop, ladders, etc. At various times employee will be required to bend, lift, balance, climb a ladder, kneel, crouch, or stoop.

Selection Guidelines

Sealed bid with references. Proof of insurance required.

Custodian/Janitorial

Checklist/Responsibilities

Daily:

- Empty all wastebaskets into garbage and recycling into bins
- Empty book drop onto carts
- Maintain lavatories: clean and sanitize sinks, counters, & toilets and replenish supplies (towels, soap, toilet paper, etc)
- Vacuum carpet on a routine schedule & spot clean as needed (Children's section completed by 8am)
- Check vestibule for cobwebs, dust, litter, etc
- Dust on a routine schedule: front desk, public computers, windowsills, office desks, window blinds, etc
- Clean glass in vestibule and front entrance
- Wash tables & chairs

Weekly:

- Clean lavatories thoroughly: mop floors, scour sinks
- Scour sinks in kitchen & workroom
- Clean all interior glass
- Set out trash and recycling for pick up
- Dust pendant lights
- Wash carpet savers
- Wash door handles

Monthly:

- Vacuum/dust blinds, dust exhaust vents in ceilings and walls, dust walls in Quiet Room, etc
- Wet mop mechanical rooms, kitchen, vestibule, and behind circulation desk
- Check and replace lightbulbs and exit lamps as needed
- Clean glass wall and doors of meeting room
- Clean tops of bookshelves on routine schedule

Biannually:

- Clean tile on lavatory, custodial room, and vestibule walls
- Clean all exterior glass

Outside Maintenance:

- Check exterior lights for replacement
- Clear accumulated leaves and snow from entrance area and handicap ramp daily
- Empty trashcan in entrance area as needed

Alarms:

- Respond to security alarms while the library is closed. This is on an as needed basis.

This list is illustrative only, additional work may be assigned as required. This is a contracted position.