

Job Description

Job title: Custodian

Department: Maintenance

Exempt: No

Salary grade: C

Reports to: Maintenance Manager

Supervisory responsibilities: No

Essential competencies that apply to all library employees

- Demonstrate enthusiasm for providing service excellence.
- Show commitment to customer satisfaction.
- Develop and maintain positive relationships with internal and external customers.
- Represent the library in a positive and ethical manner.
- Show a capacity for grasping concepts and ask questions to gain further understanding.
- Communicate effectively orally and in writing.
- Effectively use computer/technology skills for the position.
- Cross-trains in other areas of the library as appropriate.
- Complete work assigned on time and to the defined quality.
- Demonstrate prompt and regular attendance.
- Show that essential job functions can be performed with little or no supervision.
- Work cooperatively with managers and co-workers.
- Comply with library policies and operational procedures.
- Comply with safety and security standards; keep workplace safe and clean.
- Show flexibility and adaptability.
- Show initiative by acting independently to provide solutions to problems, seek additional responsibilities, and practice self-development.

Essential duties

- Vacuums carpeted areas, sweeps and mops tile floors.
- Cleans and disinfects bathrooms.
- Dusts and wipes off tables, shelves, window sills as needed.
- Secures building before closing each day.
- Picks up trash or safety hazards on library grounds and treats grounds as needed to prevent hazards (ice melt in winter, etc.).
- Unlocks the doors when the library opens to the public.
- Ensures lighting is appropriate and replaces bulbs or fixtures.
- Processes outgoing trash.
- Waters plants weekly.
- Establishing priorities and deadlines for work assignments.
- Responding to requests by library staff for custodial support.
- Performs equipment checks.
- Performs building security tasks.
- Performs basic mechanical and electrical repairs as needed.

Education and formal training

Required: High school diploma or equivalent

Experience

Preferred: 1 year custodial or maintenance experience.

Job Description

Special knowledge, skills, and abilities

Required:

- Ability to operate a PC and relevant computer software.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, fractions, percentages, ratios, and proportions to practical situations.
- Ability to organize time and resources, define problems and deal with a variety of situations, maintain self-control, adapt to stressful situations, use good judgment, effectively solve problems, plan work and establish priorities.
- Ability to respond to frequent "rush" jobs, urgent deadlines, etc., work under distractions such as telephone calls and other disturbances.
- Ability to deal with unpleasant social situations such as irate or disturbed individuals.

A combination of training and experience which provides the required knowledge, skills and abilities to successfully perform the job may be considered.

Physical and Environmental Factors: The duties of this job include physical activities such as climbing, reaching, lifting (up to 50 pounds), walking, grasping, feeling, fingering, talking, hearing/listening, seeing/observing, and repetitive motions. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus. Environmental factors include working in an awkward or confining workspace, in continuous or intense noise, in an environment containing air contamination (i.e. dust, fumes, odors, etc.). Working in high or low temperatures, and in a dirty environment (situations in which clothing easily becomes dirty) are also environmental factors.

Equipment operation: Standard office equipment including but not limited to computer, tablet, printer, copier, fax, phone, email, or other technology.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments may be changed at any time as required by business necessity.

A criminal background and reference check is required for all library positions.