

Custodian Job Description

Purpose of Position

The Custodian is responsible for maintaining a clean, comfortable, and safe environment for library patrons. Custodian identifies and reports all problems related to the library to the Library Director and recommends solutions to those problems. Work requires the use of power and hand tools in the performance of a variety of tasks of moderate complexity. This position requires an ability to work independently, attention to detail, and pride in work. As the position works in the library unsupervised, this position is required to be age 18 or older.

Essential Job Functions

- Custodian performs some duties outside the regular hours of library operation.
- Maintains routine cleaning and minor maintenance work required to keep up the appearance and safety of the library and performs these duties on a regular basis.
 - For example, but not limited to vacuums carpet; cleans furniture; cleans glass and counters; dust bookshelves; empties trashcans and hauls waste to dumpster; straighten tables and chairs; cleans restrooms and changes supplies; picks up trash and debris; mops floors, etc.

Additional Tasks Include:

- Spot cleaning of carpet.
- Sanitizing of various touchpoints and equipment.
- Regularly scheduled cleaning of glass, windows, baseboards etc.
- Tracks inventory of cleaning supplies and ensures safe procedures are followed.
- Reports items and areas of the library for repair to the Director.
- Touch up paint on walls, trim as necessary or assigned.
- Cleaning appliances.
- Using equipment for deep cleaning of various areas of the library.
- Perform other responsibilities and duties as assigned.
- Attend meetings as requested.
- Other duties as assigned.

Job Qualification Requirements

- High school diploma or equivalent.
- Ability to work independently and to complete daily activities and checklists according to work schedule.
- Ability to walk stand and perform assigned duties.
- Some knowledge of first aid and safety precautions.
- Ability to understand and follow written and verbal instructions.
- Demonstrates knowledge of skills and abilities in using equipment, materials and supplies used in building maintenance.
- Ability to establish effective working relationships with library staff.
- Ability to lift and move furniture and supplies.
- Ability to climb ladders and stairs.
- Ability to tolerate exposure to nontoxic fumes, airborne particles, outdoor allergens and cleaning solutions.

Knowledge and Abilities

- Ability to be punctual and dependable in order to meet the needs of the library.
- Ability to interact courteously and effectively with the public and with other staff and volunteers.
- Ability to understand and interpret library policies and procedures.
- Ability to solve problems, use sound judgement and make quality decisions.
- Ability to organize work for efficient use of time.
- Ability to work independently and as a team member.
- Ability to appreciate different perspectives, opinions, and needs.
- Strong organizational skills.
- Knowledge of different types of custodial equipment is preferred.