

Job Title: Custodian (full time)

Department: Administration

Reports to: Maintenance Manager

Salary Range: \$11.13 - \$16.70

JOB DESCRIPTION

Summary/Objective

Performs general cleaning of Library buildings and grounds, assists with light maintenance, lawn care and snow removal.

Essential Duties and Responsibilities

1. Clean library buildings and grounds to include main library and branches.

Includes

- Restrooms
 - Public areas
 - Elevators and water fountains
 - Staff offices
 - Stairwells
 - Staff break rooms and all kitchens
 - Exterior of buildings
 - Garage and maintenance work room
 - Floor care
2. Picks up returned materials from book drops in Cole and Osage Counties on a set schedule.
 3. Move equipment and supplies between buildings.
 4. Organize supplies and equipment needed to perform above duties.
 5. Organize and maintain janitor closets with appropriate supplies and equipment.
 6. Report low inventory levels to supervisor on a timely basis.
 7. Report equipment or furniture needing repair or other maintenance problems to supervisor.
 8. Assist Maintenance Manager with general maintenance tasks. Duties may include but are not limited to the following tasks: moving furniture and equipment, transporting books between buildings, painting and assisting Maintenance Manager as needed.
 9. Will perform light maintenance work, lawn work and snow removal as needed.
 10. Complete timesheets, attend staff meetings and perform other duties as assigned.

Knowledge, Skills and Abilities

1. Ability and skills to:
 - a. Complete required duties in a timely manner.
 - b. Understand and follow oral and written directions.
 - c. Work pleasantly with staff and public.
 - d. Operate equipment necessary to complete required duties.
 - e. Safely use cleansers and chemicals necessary to complete required duties.
 - f. Lift and move cleaning equipment, supplies and furniture.

- g. Work independently and make decisions within established guidelines for position.
2. Knowledge of basic cleaning and custodial duties.
3. Ability to obtain and possess Class "E" operator's license.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

Will spend most of work shift moving throughout the library building and the surrounding grounds. Temperatures in the library may vary, but are usually heated and air-conditioned. The library garage, where supplies are stored, is not air-conditioned. Will be required to go outdoors every day.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Frequent bending, lifting, pushing pulling, reaching, standing, stooping, and walking to perform cleaning duties and to move equipment, supplies and furniture.
- Lifting and carrying 50 pounds or less.

Position Type/Expected Hours of Work

This is a full-time position. Generally, Monday-Thursday 10:30 a.m. – 7:00 p.m., Friday 7:30 a.m. – 4:00 p.m. with some weekend hours.

Education/Experience

1. High school diploma or G.E.D.
2. Previous custodial and cleaning experience.
3. Commercial cleaning experience preferred.

Other duties

Please note this job description is not designed to cover a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change any time with or without notice.