

Job Title: Custodian (full time)

Department: Administration

Reports to: Maintenance Manager

Salary Grade: 1.1

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 (see checklist for schedule).

All areas

- Sweep and damp mop floors.
- Dust or damp wipe furniture, shelving, equipment, baseboards, window sills and other surfaces as needed.
- Empty trash containers.
- Vacuum carpets.
- Vacuum upholstered furniture.
- Damp wipe wood and vinyl covered furniture.
- Damp wipe, dust or vacuum vents and ventilation grills.
- Damp wipe and disinfect door handles, knobs, light switches, etc.
- Check for cobwebs in windows, entryways and corners throughout building. Vacuum or dust as needed.
- Dust pictures and artwork throughout library and annex (except for art on display in art gallery).

Restrooms

- Damp wipe walls under/around urinals and dispensers daily.
- Empty trash containers daily.
- Mop floors daily.
- Clean basins, toilet bowls, toilet seats and urinals daily.
- Check and replenish soap, towel and toilet tissue dispensers daily.
- Polish stainless steel dispensers daily.
- Damp wipe stall partitions.
- Damp wipe all tile wall surfaces.
- Dust or vacuum vents.

Public areas

- Dust display cabinets, chairs, book shelves (including canopy tops), end tables, reference tables, windowsills, baseboard, ventilation louvers, microfilm machines, grandfather clock, filing cabinets and other surfaces as necessary.
- Disinfect public desks, tables, counters and chairs.
- Clean glass in vestibule.
- Clean glass on display cabinets.
- Clean glass as needed in doors to meeting rooms and between hallways, stairwells and lobbies.
- Disinfect wood surfaces and vinyl upholstery on chairs and furniture.
- Do not dust or wipe down computers and screens (desk staff responsible for this).

Elevators and water fountains

- Disinfect and polish stainless steel surfaces on water fountains.
- Damp wipe walls around water fountains.
- Damp wipe doors and walls of elevator.
- Damp wipe and disinfect handrail in elevator.
- Polish stainless steel surfaces in elevator.

Staff offices

- Dust furniture-open surfaces only (do not dust personal desk surfaces or computers).
- Clean glass as needed in staff office doors.
- Damp mop vinyl chair mats.

Stairwells

- Damp wipe and disinfect handrails.

Staff break rooms and all kitchens

- Damp wipe booths.
- Damp wipe exterior of appliances including microwave and refrigerators.
- Damp wipe and disinfect sinks and walls behind sinks.
- Damp wipe and disinfect table tops
- Damp wipe can crushers and walls around can crusher and trashcan.
- Clean trashcan.

Exterior of buildings

- Pick up trash on library grounds and annex parking lot.
- Sweep exterior front and rear entrance areas.
- Empty trash cans and cigarette disposal urns around exterior of buildings.
- Wash interior and exterior entryway windows and doors.

Garage and maintenance work room

- Assist Maintenance Manager as needed to clean these areas.

Floor care (see checklist for schedule)

- Wash, strip, wax and buff floors.
- Shampoo carpets as needed.

2. Move equipment and supplies between buildings.
3. Organize supplies and equipment needed to perform above duties.
4. Organize and maintain janitor closets with appropriate supplies and equipment.
5. Report low inventory levels to supervisor on a timely basis.
6. Report equipment or furniture needing repair or other maintenance problems to supervisor.
7. 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.
8. Will perform light maintenance work, lawn work and snow removal as needed.
9. 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.

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 25 pounds or less.

Position Type/Expected Hours of Work

This is a full-time position. Generally, Monday-Friday, with some weekend hours.

Education/Experience

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

Signatures

This job description has been approved by all levels of management.

Manager

Human Resources Officer

Employee signature below constitutes employee’s understanding of the requirements, essential duties and responsibilities of the position.

Employee Name

Date

Employee Signature