

POSITION DESCRIPTION  
**GARY PUBLIC LIBRARY**  
An Equal Opportunity Employer  
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Job Title: CUSTODIAN (Full-time)

Department: Facility Services

Immediate Supervisor: Facilities Services  
Manager

Positions Supervised: Community Service Workers (work function)

**JOB RESPONSIBILITIES:**

Under general supervision, the Custodian performs heavy and light cleaning of the library, and assists with maintaining the library grounds throughout the system.

**QUALIFICATIONS:**

High school diploma and a minimum of one (1) year work experience; the ability to lift and/or transfer a minimum of forty (40) pounds. Must possess and maintain a valid driver's license with an acceptable driving record.

**WORKING CONDITIONS:**

The Custodian may be required to work a flexible schedule including evenings, weekends and holidays. The Custodian may be required to use cleaning chemicals, transport heavy objects, utilize grounds-keeping equipment and work at heights greater than twenty (20) feet. The Custodian will occasionally be required to make deliveries to other library facilities and/or community locations.

**Position available to inside and outside applicants.** Please submit resume to: Diana Morrow, Director, 220 W. 5<sup>th</sup> Avenue, Gary, IN 46402 or email [morrd@garypubliclibrary.org](mailto:morrd@garypubliclibrary.org). Applications can also be picked up at this location. Position will be open until filled.

*An individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position.*

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Date Submitted: August 2001

Bargaining Unit:  
Non-Exempt  Exempt

Pay Grade: 3  
Starting Salary: \$29,250  
Overtime: Eligible  
Admin.  Prof.  Exec.

KNOWLEDGE OF:	SKILLS AND ABILITIES TO:
<ul style="list-style-type: none"> <li>• Library policies and procedures*</li> <li>• Safety practices</li> <li>• Appropriate cleaning methods</li> <li>• Basic grounds maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Follow oral and written instructions</li> <li>• Perform repetitive unskilled tasks</li> <li>• Utilize hand tools and cleaning equipment</li> <li>• Climb ladders</li> <li>• Transport heavy objects from one location to another</li> <li>• Demonstrate physical strength necessary to perform heavy cleaning and grounds duties</li> <li>• Maintain effective working relationships with supervisor and co-workers</li> <li>• Work independently</li> <li>• Drive a motor vehicle</li> </ul>

\*May be acquired after hire.

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this position.)

#### CLEANING

- \* Vacuums rugs and carpets
- \* Sweeps, mops, buffs and waxes floors
- \* Dusts and polishes tables and chairs, venetian blinds and other articles
- \* Dusts shelves, materials and computers
- \* Collects and empties trash
- \* Cleans and disinfects drinking fountains
- \* Cleans restrooms
  - Washes toilets, sinks, walls and mirrors
  - Replenishes paper towels, toilet tissue and soap as needed
- \* Washes windows, glass doors and display cases
- \* Picks up trash around library entrances, grounds, parking lots, and sidewalks, daily
- \* Sets up public meeting rooms and auditorium
- \* Helps move furniture, equipment, displays and supplies
- \* Supervises Community Service workers

#### GROUNDS MAINTENANCE

- Removes snow and spread salt on sidewalks and walkways around library buildings
- \* Maintains cleanliness of appearance of library buildings and grounds
- \* Mows lawn, trims, weeds and edges property, as needed

\* Denotes an essential function of the job

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this position.)

MAINTENANCE, as assigned

- \* Inspects facility, regularly and reports need for repair service to heating, air conditioning, lighting and plumbing systems
- Performs minor repairs to desks, chairs, filing cabinets, furniture and equipment, as needed
- Checks and replaces light bulbs and electric fuses
- Checks temperature of library building and adjusts thermostats accordingly
- Checks clocks for accuracy and adjusts, as needed

SHIPPING AND DELIVERY, as assigned

- Receives and sorts materials for proper destination
- Packs, label and prepares boxes of materials for shipping
- Loads materials into delivery vehicle
- Delivers materials and/or equipment to library facilities and other locations
- Unloads and distributes library materials and supplies
- Assists with maintaining shipping/receiving records

MISCELLANEOUS

- Opens the assigned library building in the morning and secures at close of work
- Attends meetings, as required
- Performs other duties as assigned

*\* Denotes an essential junction of the job*

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Employee Signature

Date