

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

Department: Facility Services

Immediate Supervisor: Facilities Supervisor

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 inside and outside applicants.** Please submit resume to: Dionne Knox, Executive Asst./HR Coordinator, 220 W. 5<sup>th</sup> Avenue, Gary, IN 46402 or email [knoxdc@garypubliclibrary.org](mailto:knoxdc@garypubliclibrary.org).

*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.*

Date Submitted: August 2001

Bargaining Unit: Non-Exempt  Exempt

Pay Grade: 3  
Salary Range: \$7.25 to 10.89  
Overtime: Eligible  
Admin.  Prof.  Exec.

	KNOWLEDGE OF:		SKILLS AND ABILITIES TO:
	• Library policies and procedures*	•	Follow oral and written instructions
	• Safety practices	•	Perform repetitive unskilled tasks
	• Appropriate cleaning methods	•	Utilize hand tools and cleaning equipment
	• Basic grounds maintenance	•	Climb ladders
		•	Transport heavy objects from one location to
		•	another
		•	Demonstrate physical strength necessary to
		•	perform heavy cleaning and grounds duties
		•	Maintain effective working relationships with
		•	supervisor and co-workers
		•	Work independently
		•	Drive a motor vehicle

\*May be acquired after hire.

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

#### 45-60% 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

#### 30% 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

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

#### 10% 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

10% 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

5% 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*

Employee Signature

Date