

Job Title: CUSTODIAN (Full-time)
Locations: Main, Woodson, and Kennedy
Department: Facility Services
Immediate Supervisor: Facilities Services Manager
Starting Salary: \$29,250

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.

KNOWLEDGE OF:

- Library policies and procedures
- Safety practices
- Appropriate cleaning methods
- Basic grounds maintenance

SKILLS AND ABILITIES

- Follow oral and written instructions
- Perform repetitive unskilled tasks
- Utilize hand tools and cleaning equipment
- Climb ladders
- 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

Duties:

- Custodial duties
- Sets up public meeting rooms and auditorium
- Helps move furniture, equipment, displays and supplies
- 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
- 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
- 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
- Assists with maintaining shipping/receiving records
- Opens the assigned library building in the morning and secures at close of work
- Attends meetings, as required
- Performs other duties as assigned