

Old Town Public Library

JOB DESCRIPTION FOR: Library Custodian

Part-time, hourly position
Reports to: Library Director

Statement of Duties

Under the general direction of the Library Director, this position is responsible for maintaining a clean, comfortable, and safe environment for library patrons and personnel. This position is responsible for day-to-day cleaning of the library. Maintains and organizes cleaning supplies, and submits requests for purchases of said supplies, in a timely fashion, to appropriate staff. Most duties are completed during the library's closed hours in an almost 12,000 square foot facility.

Job Environment

The library occupies about 12,000 total square feet on two floors. Employee will be responsible for maintaining the cleanliness and maintenance of five restrooms (four are public), one kitchen and one kitchenette, several office spaces, and a circulation desk, and maintaining organization and stocking of cleaning supplies and equipment in custodian storage room. Employee works independently with minimal to no daily supervision, usually during closed hours.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Maintain a clean building free of hazards to staff, patrons, and vendors.
- Establishes and maintains schedule of routine janitorial and maintenance work.
- Organize and secure all cleaning supplies, tools, and equipment.
- Performs custodial routines including but not limited to: vacuuming, cleaning and maintaining furniture, cleaning and maintaining glass and counter areas, dusting bookshelves, emptying trash cans, straightening tables and chairs, cleaning restrooms and changing supplies, damp or dry mops, maintaining inventory or cleaning and janitorial equipment.
- Inform director and staff of any specific maintenance issues in need of attention.

- Create and submit supply purchase lists to appropriate staff in a timely manner.
- May occasionally require outdoor work such as removing snow, laying down salt/sand, or cleaning outdoor fixtures on the building or in parking lot.
- Communicates regularly with Director and/or appropriate staff as needed.
- Other duties as assigned, such as preparing for special events with assistance in set-up of tables and chairs.

Recommended Minimum Qualifications:

Education and Experience

High School diploma, plus one to two years of custodial experience, preferably in a large municipal building. Valid driver's license preferred.

Knowledge, Ability and Skill

Knowledge: Knowledge of cleaning materials, supplies, tools, equipment, and cleaning methods and procedures.

Ability: Ability to communicate effectively with Director and staff. Ability to work in poor weather conditions. Ability to be effectively self-directed and organized. Ability to work late nights and/or early mornings. Ability to read and understand all safety labels and warnings on products, tools and equipment being used. Ability to assess an emergency and react accordingly. Ability to multi-task and comfort working alone occasionally required.

Skills: Skills in operating basic cleaning tools and equipment, and prioritizing tasks. Time management: set priorities in order to complete the job.

Physical and Mental Requirements

Moderate physical effort is required to perform duties. Employee is regularly required to walk, stand, bend, reach, stoop, kneel, crouch, crawl, reach with hands and arms, and lift heavy materials and equipment. Employee is frequently required to move or lift objects weighing up to 10 pounds and is sometimes required to occasionally lift up to 40-50 pounds and use hands to operate tools and equipment. Employee must be able to adapt to changing environmental situations and also must spend time doing repetitive tasks. Employee has frequent contact with cleaning fluids and other potentially hazardous materials. Must follow OSHA safety standards with these products. May need to use a ladder or step stool at times.