

LILLIE M. EVANS LIBRARY DISTRICT
Position Description

Job Title: Custodial Assistant

Classification: Non-Exempt

Summary: Performs custodial duties, minor maintenance and other miscellaneous duties in order to ensure that the building and facility is maintained in a healthy, safe and sanitary manner. This is a part-time position with regularly scheduled hours.

Supervised by: Library Director and/or designated authority

Supervises: (None)

Interacts with: Community and staff

Responsibilities and Job Functions:

- Cleans and sanitizes restrooms/bathrooms using established practices and procedure. Cleans all sink areas.
- Cleans, dusts, and wipes furniture; sweeps, mops, or vacuum floors; empties/cleans wastebaskets and trash containers.
- Uses and maintains assigned power equipment and hand tools; vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
- Washes walls and equipment; cleans blinds; uses ladders when required in work assignments.
- Puts cleaning rags and other washables in laundry container
- Performs cleaning and related activities such as removing snow or debris from sidewalks of buildings using hand-operated tools or small power equipment
- Complies with library policies and procedures
- Maintains a courteous and polite manner when dealing with public & staff
- Other duties as assigned by Director

Qualifications and Requirements:

Education, Experience, Knowledge, Skills, and Abilities:

- Applicants must be at least 16 years old
- Knowledge of standard cleaning procedures, chemicals, products, and equipment
- Ability to read, understand, and follow labels and instructions, particularly on the use and application of cleaning chemicals and products
- Understand and carry out verbal instructions
- Maintain simple records and make verbal reports

Physical Demands:

Work duties will be primarily carried out indoors with some outdoors exposure including wet and/or cold weather. The work requires physical exertion such as periods of standing; recurring bending, crouching, stooping, stretching, reaching, lifting, carrying, pushing and pulling or similar activities; recurring lifting of moderately heavy items up to 50 pounds and repetitive use of the wrist, forearm, and hands. The Custodial staff works on a daily basis with cleaning products that can be harmful to health if not properly utilized. In some cases these products give off unpleasant odors. The Custodial staff may have to clean up blood, saliva and other bodily fluids that are unpleasant.

Work Environment:

Work duties will be primarily carried out indoors with some outdoors exposure including wet and/or cold weather. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. The duties listed above 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. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.