

LILLIE M. EVANS LIBRARY DISTRICT
Position Description

Job Title: Custodian

Classification: Non-Exempt

Summary: Performs custodial duties, 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:

- Maintains maintenance areas and keeps them clean and uncluttered
- Cleans and sanitizes restrooms/kitchen areas using established practices and procedure
- Cleans, dusts, and wipes furniture; sweeps, mops, or vacuum floors; spot cleans carpet & upholstery; cleans glass on entrances and windows; empties/cleans wastebaskets and trash containers
- Refills soap, paper products, deodorizers, etc. when needed
- Checks and replaces filters, lightbulbs, ceiling tiles, etc. regularly
- Requests cleaning supplies or equipment when needed, purchases items from Village vendors when possible, and stocks supplies
- Provides maintenance and minor repairs to plumbing, electrical, HVAC and garden hoses; may perform routine carpentry work; alerts supervisor of any issues
- Performs some repairs and maintenance of buildings by patching walls and doors, painting walls and trim, and replacing fixtures and partitions; adapts, repairs, or assembles furniture
- Sets up and takes down tables and chairs for classes and programs and monitors scheduling calendar
- Uses and maintains assigned equipment and 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
- Assists with snow blowing, shoveling and salting sidewalks; emptying exterior book drop; packing/moving books for Friends booksale, and emergency clean ups
- Performs security checks of buildings and facilities; observes and reports suspicious persons or activities; secures staff areas, interior and exterior doors as directed
- 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:

- Knowledge of cleaning and maintenance schedules, heating and ventilating equipment, custodial equipment, and basic tools utilized in building maintenance; considerable knowledge of maintenance and repair work; thorough knowledge of proper safety techniques and procedures
- Skill in the operation of a variety of hand tools and power equipment

- Ability to understand and carry out routine oral and written instructions, make routine decisions independently, sustain long periods of light to moderately heavy physical activity, and work harmoniously with others
- Ability to read, understand, and follow labels and instructions, particularly on the use and application of cleaning chemicals, products, and equipment
- Ability to maintain simple records and make verbal reports to the director

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. The Custodial staff are required to follow the library's Blood Borne Pathogens Policy when cleaning up blood, saliva and other bodily fluids.

Work Environment:

Work duties will be primarily carried out indoors with some outdoors exposure including wet and/or cold weather. While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderately loud. 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.