Custodian Part-time up to 12 hours per week

$13.00 per hour

Under the supervision of the Library Director, the Custodian is responsible for maintaining a clean, comfortable, and safe environment for library patrons.

**Job description**

Establishes and maintains schedule of routine janitorial and general maintenance work required to keep up appearance and safety of library facilities and grounds (public and office areas). For example, but not limited to dusting walls, shelves and equipment, mopping floors, vacuuming carpets, scrubs, sanitizes, and supplies restroom facilities, gathers rubbish, and washing windows.

Perform outside seasonal maintenance.

Will inform Director of any facility issues. May provide vendors with access to areas for cleaning and may answer basic questions. Will report issues with vendors to Director.

May perform minor maintenance, such as replacing light bulbs, adjusting furniture, or other similar activities.

Manages inventory of cleaning supplies.

Custodian responds to building emergencies during and after hours of library operation.

Performs miscellaneous job-related duties as assigned.

**Minimum Job Requirements**

No previous experience required.

High school diploma or GED equivalent.

Knowledge, Skills and Abilities Required

Ability to operate vacuums and other related equipment.

Ability to safely use cleaning equipment and supplies.

Ability to use hand and power tools applicable to trade.

Ability to lift and manipulate heavy objects.

Ability to lift climb ladders and work at particular heights.

Ability to read, understand, follow, and enforce safety procedures.

Ability to understand written and verbal communications.

Conditions of Employment

Must pass a pre-employment criminal background check.

Working Conditions and Physical Effort

Considerable physical activity. Requires heavy physical work; heavy lifting, pushing, or pulling required of objects up to 50 pounds. Physical work is a primary part (more than 70%) of job.

Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.

Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.