

# CUSTODIAN

**Department: Administration**

**Classification: 4**

**Reports to: Administrative Services Manager**

**Last updated: December 2021**

**FLSA Status: Non-Exempt**

## **REQUIREMENTS FOR ALL EMPLOYEES:**

- Provide courteous and friendly service to internal (staff) and external (public) customers.
- Ability to work effectively with library staff and public.
- Ability to communicate clearly, both in writing and orally.
- Assist in promoting a safe working environment.
- Observe opening and closing procedures as required.
- Evening and weekend hours may be required.

## **EDUCATION/EXPERIENCE REQUIRED:**

- High School degree or GED
- Basic knowledge of computers. Email, Microsoft Office and Gmail preferred.
- Basic knowledge of heating/air conditioning, plumbing, and electrical.
- Basic knowledge of grounds maintenance.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of basic cleaning techniques and safe work practices, including basic safety and emergency procedures.
- Ability to read and comprehend equipment manuals.
- Ability to learn basic operation of library equipment.
- Ability to operate cleaning tools and equipment properly and safely.
- Knowledge of basic safety and emergency procedures.
- Ability to work independently and to complete daily activities according to work schedule.
- Ability to use good judgement in making decisions and referring questions to appropriate staff members.
- Ability to communicate with staff to clarify tasks and room set-ups.

## **DUTIES AND RESPONSIBILITIES:**

- Maintain building in clean, well-kept, and safe condition. (See maintenance schedule.)
- Cleaning including vacuuming, dusting, cleaning floors, windows, restrooms, emptying trash/recycling receptacles, etc.
- Ensure the facility and grounds are clean and welcoming.
- Prepare room set-ups for programs and meetings.
- Cleaning of the materials handling system.
- Maintain grounds, tasks may include picking up of trash, removal of snow and ice, and application of salt.
- Building repairs as assigned, including, but not limited to, lighting, electrical repair, plumbing, painting, moving furniture and fixtures, etc.

- Assist with receiving deliveries as needed.
- Assist with building emergency issues in a calm and capable manner.
- Maintain safety checklist.
- Keep Safety Data Sheets (SDS) updated.
- Perform related duties as required and assigned.

**PHYSICAL REQUIREMENTS/DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit or stand for extended periods and occasionally required to climb or balance, stoop, kneel, crouch, crawl or stand for long periods.
- Required to walk, talk and hear.
- Must be able to hear, comprehend and respond to staff and vendors both in person and by telephone.
- Required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- Must be able to perform repetitive hand motions for extended periods of time.
- Physical dexterity for maintenance and janitorial duties such as set up tables, stack chairs, change light bulbs, utilize manual and power tools, custodial equipment, climb ladders and stairs, carry trash and outdoor facility maintenance in various weather conditions.
- Occasionally lift and/or move up to 75 pounds.
- Safely push carts loaded with up to 150 pounds of materials.
- Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Physical tasks may include moving boxes, book carts or furniture, and shelving library materials.
- Ability to tolerate exposure to fumes, airborne particles, allergens and cleaning chemicals and tolerate some level of noise associated with buildings systems (ex. HVAC or running equipment).

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level in the work environment is generally quiet.

**DISCLAIMER:**

This description is not a complete list of specific duties and responsibilities. It does not limit or modify the right of the Administrative Services Manager to assign and direct the work of the Custodians.