

## **Ted & Grace Bachhuber Memorial Library**

### **CUSTODIAN** Job Description

#### **Typical Responsibilities of Position**

Under the supervision of the Maintenance Manager, performs a variety of cleaning duties related to maintaining the appearance and functionality of the Library. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **Essential Functions**

1. Performs all cleaning duties for the building including cleaning and stocking restrooms, vacuuming and spot cleaning carpets, sweeping steps, spot-cleaning exterior windows and doors, washing interior windows, dusting, sweeping and mopping floors, wiping down tables and chairs, replacing paper products, waxing floors, collecting and dumping trash in garbage dumpsters, etc.
2. Cleans and disinfects publicly used items (keyboards, toys, etc.)
3. Notifies Maintenance Manager of all needed repairs and supply levels for cleaning and toiletry supplies.
4. Operates cleaning equipment such as scrubbing machine, carpet cleaner, or wet and dry vacuum.
5. Follows fire safety procedures and regulations.
6. Performs other related work as assigned by the maintenance manager or library director.

#### **Required Knowledge and Abilities**

1. Ability to read and interpret instructions, detail oriented. Identifies cleaning problems and determines appropriate remedies.
2. Must be reliable and have effective communication and teamwork skills.
3. Ability to make independent decisions based on good business practices.
4. Language abilities:
  - a. Speaking and Listening: Ability to understand and speak English in order to follow instructions and communicate orally with maintenance manager, library director, and library staff. Ability to carry out detailed oral instructions.
  - b. Reading: Ability to read English well enough to comprehend cleaning manuals, labels, and instructions for cleaning equipment. Ability to carry out detailed written instructions. Ability to read and understand department policies that impact housekeeping and maintenance. Ability to read and comprehend simple instructions, short correspondence, and memos.

- c. Writing: Ability to clearly communicate in writing housekeeping and repair needs to maintenance manager, library director, and library staff. Ability to respond to emails.

**Environmental/Working Conditions:**

This work is mostly indoor, though rarely work may be outdoors (e.g., to spot-clean windows, pick up litter, etc.); work is during nonoperating library hours in an area with low to moderate noise.

**This work requires the following physical abilities:**

1. Ability to work in confined spaces.
2. Ability to bend, twist, and reach high and low.
3. Good distance vision at 20 feet or further and near vision at 20 inches or less.
4. Ability to use wrists, hands, and fingers for long periods to do following activities: dusting, cleaning, wiping, operating cleaning machines and tools.
5. Ability to lift and carry 50 pounds or less.
6. Ability to push and pull objects weighing up to 300-400 pounds on wheels.
7. Ability to sit, stand, walk, climb, stoop, kneel and crouch.
8. Speaking and hearing abilities in order to hear and speak with Library and City staff.

**Equipment Used**

Cleaning tools such as duster, broom, cleaning cloths, etc.; floor scrubber, carpet cleaner.

**Required Education and Experience:**

- A high school diploma or equivalent.
- three months experience
- Knowledge of cleaning methods and procedures, knowledge of the materials, supplies and equipment utilized in cleaning activities.

**Desired Education and Experience:**

- Experience using cleaning machines
- One year of prior experience as a custodian

**Mandatory Requirements:**

- Background check
- Drug test