Job Description

Custodian

**Overview:** The primary responsibility of the custodian is to provide a safe, clean, healthy, pleasant and attractive library building and grounds. Disinfect restrooms, counters and tables.

**Reports to:** Director and works cooperatively with other staff.

**Educational Requirements:** High School Diploma or GED preferred

**Salary/Hours:** Starting $8.80/hour. Part-time—Approximately 10 hours per week. Additional hours must have prior approval by the Director. Hours are flexible with cleaning and maintenance done when the library is closed. Custodian comes in at least 5 days per week to ensure library is kept clean.

**Physical requirements:**

1. Must be able to lift and carry 50 pounds.
2. Must be able to carry and climb ladders and reach to clean lights and vents, change light bulbs, wash windows, shovel snow, etc.
3. Must be able to use and maintain cleaning tools and equipment including vacuum cleaners, carpet scrubbers, etc.

**Knowledge, Ability and Skill:**

Knowledge of cleaning materials, supplies, tools, equipment, and cleaning methods and procedures. Knowledge of proper handling of potentially hazardous materials and proper disposal.

Ability to communicate effectively with Director and staff. Ability to read and understand safety labels, instructions and manuals. Ability to work in all weather conditions. Ability to manage time and organize tasks. Able to work early mornings or at night.

Skills to operate basic cleaning tools, and equipment.

**Duties:**

1. Establishes and maintains a schedule of routine janitorial and custodial work required to maintain library building and grounds. Maintains orderly and clean storage areas. Maintains cleaning log, furnace filter changes and other maintenance activities.
2. General custodial work, including but not limited to, sweeping, mopping, vacuuming carpets, dusting and cleaning furniture and shelves and equipment, washing windows, washing walls, cleaning vents, cleaning and supplying restrooms, removing trash and ensuring recycling and trash are ready for pick up on the proper day.   
   1. Examples
      1. Collect trash and check restroom daily/whenever working.
      2. Vacuum carpet at least twice weekly or as needed
      3. Clean and disinfect all restroom surfaces including the floor at least twice weekly. More often if needed. Wash walls at least quarterly.
      4. Clean stairs and entries weekly. More often if there is grass, salt or other debris in entries and on stairs. Scrub with brush or broom quarterly (more often as needed).
      5. Vacuum or wipe down furniture weekly or as needed.
      6. Check and replace light bulbs and clean light covers
      7. Dust computers and disinfect computer desks dailtore often during flu season)
      8. Clean and sanitize all counters and work surfaces as needed
      9. Dust exposed shelves.
      10. Check furnace filters every 4 months
      11. Quarterly wash windows inside as well as outside front windows. Wash other windows outside at least every 6 months.
      12. Quarterly vacuum vents and fans
3. Keep track of custodial supplies and notify Director of needed supplies in time n so you do not run out.
4. Maintain and cleans custodial equipment regularly (Dump sweeper canisters after each use and wash filters once a month or as needed.)
5. Helps staff move furniture, equipment or supplies as needed.
6. Helps staff set-up meeting room as needed
7. Picks up trash and debris around outside of building, cleans exterior stairwell.
8. Shovels and salt sidewalks before the library opens in the winter.
9. Other duties as requested by staff or assigned by the Director.

Dress Code: Clothing and shoes appropriate for safe performance of duties.

APPLICANT STATEMENT:

I have read and understand this job description for the position of Custodian at the Gnadenhutten Public Library. If hired I will fulfill the requirements outlined above to the best of my ability.

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Signature Date

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Print Name