

Custodian**Job Classification**

Exempt/Non-Exempt: Non-Exempt

Employment Category: Regular Part Time Hourly

Reports to: Director and/or Assistant Director

Salary: \$16.50 per hour

Hours and Location: This is a part-time position of 12-15 hours per week and reports directly to Library Director and/or Assistant Director. Work schedule would primarily be hours when the library is closed. Exact schedule to be determined. Employment is at will.

Job Summary: Responsible for routine cleaning and maintenance of Briggs District Library's public area, meeting rooms, staff work area, restrooms, storage areas, and offices in a clean, orderly, safe and sanitary manner.

Essential Role & Responsibilities:

The following tasks will be done on a rotating schedule under the direction of the Director and/or Assistant Director.

- Vacuum floors and rugs.
- Sweep and mop hard floors.
- Disinfect light switches, doorknobs, phones, keyboards, mice.
- Clean and disinfect all touchable surfaces (counters, tabletops, etc.).
- Clean and disinfect drinking fountain.
- Clean, disinfect and restock supplies in restrooms.
- Empty and discard trash.
- Wipe and disinfect refrigerator and microwave inside and out.
- Clean glass.
- Clean vents, grills, diffusers, ledges, door frames, floor moldings, baseboards, windowsills and light fixtures.
- Dust desktops, computers, pictures/artwork, signs, monitors, shelving units.
- Clean inside of all windows.
- Check walls for dirty spots and wash.
- Clean the bottoms of the chairs.
- Touch up paint when nicks and scratches occur.
- Move tables, desks, and other furniture away from walls and clean behind them.
- Special projects every two years: carpet & upholstery cleaning and dust all the shelves.
- Maintains equipment used in the position.
- Keep janitorial closet clean and organized.
- Inform Director or Assistant Director when supplies need to be purchased.
- Independently opens and closes library building in a secure and safe manner.
- Reports any maintenance concerns or unsafe conditions to the Director or Assistant Director.
- Performs other duties as assigned by the Director or Assistant Director.

Qualifications & Requirements

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position.

Education: High school diploma required.

Experience:

Preferred experience with custodial work and facilities maintenance.

Experience and Attributes:

- Ability to quickly and efficiently carry out custodial and janitorial tasks according to a regular schedule with minimum supervision.
- Ability to perform minor repairs and use standard hand tools, brooms, carpet cleaning equipment, and other equipment.
- Physical ability to move furniture and equipment, boxes and containers of library materials, operate cleaning and maintenance equipment, and do other tasks.
- Understanding of what cleaners and products to use on various types of surfaces.
- Ability to work within all occupational working guidelines and to keep informed as to changes in them.
- Works independently and takes initiative to successfully complete duties.
- Punctuality and dependability.

Physical Requirements: Ability to stand, sit, bend, twist, stoop, reach and grasp, walk, pull, push or lift materials and equipment weighing 40 pounds or more. Ability to maneuver, use ladders, and other janitorial appliances as needed.

The duties and responsibilities for this position, including essential job functions and responsibilities, supplement the Briggs District Library Personnel Policies and work rules applicable to all employees and may change or increase as judged necessary by the Library. The Library reserves the right to assign work outside of an employee's regular job assignment and/or to change an employee's regular job assignment or job description at any time.