

ST. JOSEPH PUBLIC LIBRARY

- POSITION:** Custodian / Deliveries
- LOCATION:** Carnegie Library for Custodial, All branches for deliveries
- HOURLY RATE:** \$15.79
- JOB STATUS:** Full-time, Monday – Friday, Nonexempt; Hours 3 a.m. – 11 a.m.

GENERAL STATEMENT OF DUTIES:

Cleans and maintains the libraries of the St. Joseph Public Library system; shows care and respect for buildings, furnishings, and equipment; performs cleaning and occasional simple maintenance and grounds duties; does related work as required. Transfers crates and materials between the four branch libraries Monday – Friday. Is self-motivated and reliable. Works in cooperation with other custodial staff. Reports to the branch manager of the library being cleaned and is under the supervision of the director.

ESSENTIAL FUNCTIONS:

- Provides exemplary customer service;
- Interacts with staff and patrons of all ages with patience and kindness;
- Assists other staff members when needed and contributes in a positive way to team morale;
- Transfers crates and materials between branches Monday - Friday;
- Takes office paper and cardboard to recycling center weekly;
- Takes hardcover and paperback books to recycling in Cameron, as needed;
- Vacuums floors and edge vacuums daily
- Mops, washes, waxes and strips floors;
- Cleans rest rooms daily;
- Cleans door glass daily;
- Cleans water fountains daily;
- Dusts;
- Collects interior trash daily;
- Picks up trash from the floor of the library daily;
- Picks up trash and debris from the library grounds daily;
- Empties outside bookdrop daily;
- Shovels snow when needed (outside vendor handles bulk of this);
- Routine lifting, bending, squatting, and reaching from floor level to 6 feet in height;
- Assists with cleaning or projects at other locations, as needed;
- Oversees and monitors the library facility and grounds for potential problems;
- Helps with the daily upkeep and monitoring of HVAC, alarms, plumbing, etc.;
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to understand and follow simple oral and written directions;
- Ability to work without close supervision;
- Ability to get along well with others;
- Has a good knowledge of commonly accepted custodial practices;
- General knowledge of cleaning, waxing, maintaining a variety of flooring types,
- Respects and takes special care of historical furnishings, flooring, and buildings;
- Ability to lift 50 pounds, climb ladders, and perform continuous physical labor.

ACCEPTABLE EDUCATION AND EXPERIENCE:

Completion of high school and three years of custodial experience; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. A Class E chauffeur's license is required: a short period of time will be allowed for the successful candidate to secure one if necessary.

6/2024