

## ST. JOSEPH PUBLIC LIBRARY

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**POSITION:** Part-time Custodian

**LOCATION:** Washington Park Library

**HOURLY WAGE:** \$16.05

**JOB STATUS:** Part-time, 19 hours per week, Monday through Friday, Nonexempt

### **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 park grounds duties; does related work as required. Is self-motivated and reliable. Works in cooperation with other custodial staff. Reports to and meets with 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;
- Vacuums floors and edge vacuums daily;
- Mops, washes, waxes, and strips floors;
- Cleans restrooms daily;
- Cleans window glass daily;
- Cleans water fountains daily;
- Dusts;
- Collects trash daily;
- Empties outside book drop daily;
- Shovels snow when needed (outside vendor manages bulk of this);
- Spreads ice melt for safe access into building when needed;
- Picks up wastepaper from the floor of the library, the exterior of the building, and parking lot daily;
- Routine lifting, bending, squatting, and reaching from floor level to 6 feet in height;
- Assists with deliveries between branches or 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.
- Keeps weekly inventory of cleaning equipment and supplies for ordering purposes;
- Keeps exterior stairwells clean and free of leaves and debris;
- 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: Colored concrete, historical tile, carpet, oak flooring, linoleum tile, etc.;
- Respects and takes exceptional care of historical oak furnishings, doors, windows, and trims.
- Respects and takes exceptional care of the library building and park area.
- 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 brief period of time will be allowed for the successful candidate to secure one if necessary.