

HAINES BOROUGH

POSITION DESCRIPTION

LIBRARY CUSTODIAN

SUMMARY: This position is under the direct supervision of the Library Director and provides cleaning and minor maintenance duties in maintaining library building, adjacent walks and grounds, and equipment in clean, orderly, and functional condition for the library. This job description reflects the administration's assignment of essential duties and responsibilities. It does not prescribe or restrict the tasks that may be assigned.

EXAMPLES OF DUTIES

1. Check entire building at beginning of shift.
2. Clean restrooms, including mopping all floors, cleaning all fixtures, and wiping down walls.
3. Fill all bathroom dispensers.
4. Empty wastebaskets and shake mats.
5. Maintain all floor areas.
6. Clean table tops daily.
7. Dust sills, shelves, furniture, and counter tops.
8. Wash entrance door, children's room door, and conference room door windows on a daily basis
9. Wash other windows and glass cabinet doors on an as needed basis.
10. Set up and take down chairs and tables for special meetings or functions.
11. Change light bulbs as necessary.
12. Use and maintain all cleaning equipment. Report any equipment problems to the Library Director.
13. Polish wooden furniture and vacuum upholstery as needed.
14. Assist with recycling.
15. Search for all graffiti for immediate removal.
16. Keep inventory of all cleaning supplies.
17. Assist with snow removal and de-icing.

18. Assist with basic maintenance duties as appropriate.
19. Maintain building security.
20. Follow established policies and procedures.
21. Perform other duties as assigned by the Library Director.

KNOWLEDGE and SKILLS

1. Must be in good physical condition
2. Must be familiar with basic custodial duties.
3. Knowledge of cleaning and floor maintenance materials, methods, and equipment desired.

ABILITIES

4. Ability to take direction from supervisors and exercise independent judgment in accomplishing tasks assigned.
5. Ability to walk, kneel, climb, stand, stoop, crouch, reach and do related physical activities.
6. Ability to move furniture, supplies and equipment.
7. Ability to regularly lift and/or move up to thirty pounds and occasionally lift and/or move up to fifty pounds.
8. Ability to organize and prioritize tasks.
9. Ability to establish and maintain effective working relationships with co-workers, supervisor and others.
10. Ability to work as a team member.