

Position: Custodian
Department: Building Services
Hours: Part-Time, 25-28 hours weekly – must have day, evening and Saturday availability

JOB SUMMARY:

Under the general direction of the Human Resources Manager and in harmony with the policies of the Library, the Custodian performs general cleaning of the building and grounds, assists with grounds care, meeting room set-up, assembly and moving furniture and equipment, and provides assistance to staff and others as needed.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent
- 1+ years custodial experience
- Clear/concise communication skills
- Strong time management skills
- Basic computer skills. Working knowledge of Microsoft Office, email and the Internet.
- Valid driver's license

SKILLS:

Ability to successfully interact and communicate with people of all ages; self-motivated; physical agility; perform job responsibilities with a high level of attention to detail; work independently with minimal supervision; work well within teams, groups, and committees; basic keyboarding skills and use of email and the Internet.

PHYSICAL ABILITIES:

- Sufficient *clarity of speech and hearing* or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
- Sufficient *vision or other powers of observations*, with or without reasonable accommodation, which permits close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- Sufficient *manual dexterity* with or without reasonable accommodation, which permits the employee to operate a personal computer and related office equipment; maintain, repair and operate various equipment, including but not limited to: lawn equipment such as lawn tractor, snow blower, leaf blower, and weed eater/trimmer; small power and hand tools; cleaning equipment such as floor buffer, mop, broom, and vacuum cleaner; ladders; and other necessary equipment or tools.
- Sufficient *personal mobility and physical reflexes*, with or without reasonable accommodation, which permits the employee to function in the context of the assigned duties to include but not be limited to: grasping and fine manipulations; bending; squatting; crawling; climbing; reaching; lifting, carrying, moving, pushing or pulling weights up to 75 pounds; prolonged standing.
- *Environmental conditions* include exposure to all potential extremes of weather as necessary to complete job tasks; exposure to cleaning chemicals and solutions, dust and dirt, human waste and potential bloodborne pathogens, and loud noise when using equipment.

**PLEASE COMPLETE AN APPLICATION FOR EMPLOYMENT AT
MORRISSON-REEVES LIBRARY**

80 North Sixth Street, Richmond, Indiana 47374

OR

PLEASE SUBMIT APPLICATION TO

hr@mrlinfo.org

Please include Subject: Building Services Custodian