



Position: Custodian

FLSA: Non-Exempt

Grade: II

Department: Building Services

Reports To: Building Services Manager

Job Summary:

The Custodian conducts general cleaning of the library and groundskeeping. Position also responsible for meeting room set up and provides services to departments as needed.

Primary Duties / Responsibilities:

1. Performs general cleaning tasks such as, but not limited to, cleaning and disinfecting restrooms, dusting, emptying trash, cleaning walls and blinds, door handles, cleaning and disinfecting drinking fountains, spot-cleaning furniture and glass cleaning.
2. Maintains floors by doing tasks such as, but not limited to, vacuuming, sweeping, mopping, waxing, and the shampooing and spot-cleaning of carpets.
3. Ensure restrooms, kitchen and sinks throughout the library are well-maintained and stocked with paper supplies and hand soap.
4. Assists with minor repairs and clean up (e.g. clogged toilets, water leaks, etc.).
5. Assists with grounds maintenance work such as, but not limited to, mowing, weeding, edging, trimming, raking, and collecting trash on the grounds.
6. Assists with maintaining safe and clear walkways and paths by shoveling snow and operating snow blower for snow removal, de-icing areas, and keeping all sidewalks, ramps, stairs and parking lots free of leaves, lawn waste, litter and debris.
7. Assists with meeting room set up as requested through reservation software (or otherwise).
8. Assists with upkeep of library-owned vehicles including, but not limited to, fueling and cleaning as needed.
9. Provides patrons with directional assistance throughout the library and departments.
10. Assists with laundry.
11. Assists with accepting deliveries and routing packages.
12. Maintains a working knowledge of library services, including applicable policies and procedures, with the ability to explain and enforce them.

13. Manages the environment safely and within library standards when incidents occur.
14. Completes incident reports as necessary.
15. Accepts and completes special assignments within expected timelines.

Cultural Adaptations:

- We embrace diversity, equity and inclusion in all aspects of employment and service and align our behaviors to those standards.
- We serve a diverse population and embrace ourselves as problem solvers; not in assisting problem patrons.
- We strive to prepare for the unexpected as we face new challenges and opportunities every day.
- We consider our guiding principles in all aspects of our work: Teamwork, Perseverance, Leadership, Compassion, Adaptability and Compassion.

Mission: To connect people to information, inspiration, and infinite opportunities.

Vision: Be a vibrant, vital community resource for imagination and growth.

Required Skills / Abilities:

Extensive knowledge of current general public library services, policies, standards, and procedures.

Ability to successfully interact with a diverse community, both patrons and team members; ability to apply trauma informed service model consistently; remain focused on tasks despite frequent interruptions; work at a varied pace within the context of the working conditions listed below; perform with a high level of accuracy independent from supervisor examination; work well within teams, groups, and committees; and travel independently.

Effective skills in all forms of communication, verbal, written, and electronic, within a variety of settings with both diverse internal and external contacts; problem / conflict resolution; workplace organization, prioritization and time management, ability to organize alphabetically and numerically; as well as general computer skills with experience in Microsoft Office Suite and Google Workspace.

Education and Experience:

- High school diploma or equivalent.
- Computer skills with some experience in Microsoft Office, Google Workspace, email and the Internet.
- Experience in public or customer service, especially in diverse populations.
- Cleaning or custodial experience in business / operations facility.
- Current driver's license with good driving record.

Work Environment and Physical Abilities

The physical demands and work environment of this position are typical of a maintenance and custodial work environment with varied levels of physical effort and exertion required and varied exposure to physical risks, as noted below. This position is exposed to weather conditions when / if traveling on business and potential exposure to computer and office equipment cleaning chemicals and solutions.

Essential physical abilities include:

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. Exposure to noise may be minimal, moderate, or loud, depending upon tasks and equipment.

The Building Services Custodian position description does not constitute an employment contract or agreement between the employer and employee. It covers the most significant duties to be performed, however it is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that may be required. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Employee

Date

Human Resources Manager

Date