

JOB DESCRIPTION



Position: Custodian
Status: Non-Exempt
Range: \$8.40 - \$11.00
Reports to: Library Director
Supervises: None

JOB SUMMARY

Under the supervision of the Library Director, the Custodian performs custodial and light maintenance services, including sweeping, vacuuming, mopping and other cleaning duties in and around the building facilities.

ESSENTIAL JOB FUNCTIONS

1. Establishes and maintains a schedule of routine janitorial and cleaning work required to keep up appearance and safety of the library facilities and grounds and performance of these custodial routines on a regular basis.
2. Performs custodial work, including but not limited to, sweeping, mopping, vacuuming carpets, dusting and cleaning furniture and shelves and equipment, washing windows, cleaning and supplying restrooms, removing trash and other duties as needed.
3. Responsible for tracking of inventories of custodial supplies, works with supervisor to record needed supplies.
4. Provides preventative maintenance and cleaning of custodial equipment on a regular basis.
5. Returns supplies, equipment, and tools to their designated places after each use.
6. Provides assistance to staff in moving furniture, and in moving library materials, supplies, equipment, etc., as needed.
7. Maintains order and cleanliness of storage areas.
8. Set-up and clean-up of library programs and meetings as necessary.
9. Keeps parking lot rubbish picked up.
10. Assists the Maintenance Assistant when task require additional help.

11. Assists in the shoveling and salting of sidewalks as needed.
12. Assists in maintaining landscaping including: wedding, mowing and other activities as needed.
13. Notes repairs, damages or cleaning needs and reports to supervisor.
14. Other duties as assigned.

KNOWLEDGE, SKILL AND ABILITIES

1. Ability to learn and use the library's custodial equipment, materials, computer, and office equipment.
2. Ability and willingness to understand and efficiently carry out oral and written instructions, and to follow through on numerous details in an orderly, systematically fashion.
3. Ability to work independently and to complete daily activities according to work schedules.
4. Ability to follow emergency procedures to provide security for the library, patrons, and staff.
5. Ability to establish and maintain effective working relationships with fellow staff members, vendors, government personnel, and other service providers.
6. Ability to maintain good work habits.

WORKING CONDITIONS

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. Administers work typically moving, using, and adjusting a variety of heavy equipment and materials.
3. Job requires walking, standing, sitting, bending, stooping, reaching, using hands to operate and use objects, tools and controls and to reach with hands and arms. The employee is occasionally required to climb up and down ladders, balance, stoop, kneel, crouch or crawl.

4. Heavy lifting up to 100 pounds and other strenuous physical activities.
5. Work includes exposure to chemicals and vapors, debris and dust, and other uncomfortable conditions.
6. Regular contact is made with employees and the general public.
7. Use of cleaning chemicals, repair tools, custodial and other equipment and materials as required. Also computer and other office equipment as required.
8. Work hours may be varied.

EDUCATION, EXPERIENCE AND TRAINING

1. High School diploma or equivalent.
2. Valid Michigan Driver's License.
3. Experience in custodial and repair and maintenance services preferred.

APPLY TO:

Robert Foti, Business Manager

Portage District Library
300 Library Lane
Portage, Michigan 49002

(269) 585-8702

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(269) 324-9222 (fax)

Candidates should submit a Portage District Library application form. This position will remain open until filled by a qualified candidate.

Please visit www.portagelibrary.info/about/employment_opportunities/ to find a copy of the Portage District Library job application.

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