

## **CUSTODIAN: SUMMARY OF JOB DUTIES**

The Library Custodian accomplishes general cleaning and light maintenance duties for the library building. He/She reports to the Library Director or the Staff Coordinator.

### **RESPONSIBILITIES AND DUTIES**

1. Sweeps, vacuums, mops, scrubs, and seals floors. Utilizes industrial vacuum cleaners, steam cleaning equipment and solutions to scrub and buff floors.
2. Cleans and stocks restrooms, offices, break room, storage, delivery and common areas. Replaces light bulbs. Dusts and washes walls, light fixtures, surfaces, equipment, cubicles and other areas as needed.
3. Gathers, empties and removes all trash and recycling to outside dumpsters.
4. Washes windows.
5. Removes stains from such surfaces as rugs, walls, and floors using chemicals and cleaning solutions.
6. Performs preventative and minor maintenance as required on equipment, furniture, and building. Notifies supervisor concerning need for major repairs or additions to building operating systems.
7. Sweeps, shovels and salts walkways and area under entry way. Performs other incidental seasonal tasks.
8. May perform minor building repairs such as plumbing, painting walls and doors and other related activities. Detects and reports defective materials or questionable conditions.
9. Requests, tracks, and maintains needed supplies and equipment.
10. Performs other duties as assigned.

### **QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES**

1. Familiarity with a variety of hand and power tools and materials handling equipment in performing duties to maintain clean and orderly work areas.
2. Must be able to perform but not limited to the following skills: plumbing, equipment repair, painting and janitorial.
3. Ability to perform work under limited general supervision and follow well-established routines.
4. Physical ability to lift objects up to 100 lbs.
5. Considerable moving of equipment and materials required.
6. Ability to stand; walk; handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.

### **WORKING CONDITIONS**

1. Generally will work within a normal office environment, with occasional discomfort due to extreme temperatures, dust, and noise.
2. Must be able to work outside to remove trash, or work on grounds.
3. Work hours may be varied, including early mornings, evenings, and weekend hours.