

Custodian
Classification: Library Support Staff



North Shelby Library

Job Description – Custodian

General Statement of Duties:

Carries out cleaning and associated duties as assigned by the Director of Library Services.

Distinguishing Features of the position:

The principle function of an employee in this position is to perform custodial tasks throughout the library on a weekly basis such as cleaning each department, offices, and restrooms. The work is performed under the supervision of the Director of Library Services but leeway is granted to exercise independent judgment and initiative. The nature of the work performed requires that an employee in this position establish and maintain effective work relationships with the Director of Library Services and coworkers. The principle duties of this position are performed in a general library environment.

Examples of Essential Work:

- Cleaning, washing, sweeping, mopping, dusting, polishing, and vacuuming of designated areas to the required standard;
- Emptying trash receptacles and remove waste to designated areas;
- Clean toilets and washrooms to the required standard;
- Clean work surfaces and other furniture as needed;
- Secure building when facility is not in use checking for unlocked doors, report any unauthorized occupants, turn off lights;
- Inform business office staff of required supplies;

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- Alert Director of Library Services to any facility damage or essential information regarding the maintenance of the library;
- Additional tasks as needed or as assigned by the Director of Library Services.

Required Knowledge, Skills, and Abilities:

- Ability to fulfill assigned goals and tasks;
- Ability to organize and prioritize work;
- Ability to maneuver and manipulate objects among high and low shelves;
- Ability to evaluate new circumstances and apply prior experience and knowledge with good judgment;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed in a timely manner;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training:

- Graduation from high school; or GED and/or
- Any equivalent combination of experience and training which provides the knowledge, skills, and abilities to perform work.

Essential Physical Abilities:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to permit the employee to communicate effectively in public and private;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to permit the employee to read and scan a wide variety of materials in electronic or hardcopy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to permit the employee to operate a personal computer, telephone, Ellison press, and other library equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to permit the employee to maneuver and manipulate objects among high and low shelves and function within a library environment.

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Approved by: _____ **Date:** _____