

POSITION OPEN: Part Time Custodian(s) (Maximum 20 hours per week)

DATE AVAILABLE: Immediately **SALARY STEP RANGE:** \$ 23.38 - 25.84

CLASSIFICATION RANGE: 2

DUTIES INCLUDE:

1. Maintains appearance and cleanliness of public and staff areas in the library by dusting surfaces and bookshelves, cleaning desks, tables, counters, walls, glass and mirror surfaces, and upholstery.
2. Maintains appearance and cleanliness of all flooring and carpeting, including sweeping, vacuuming, spot cleaning, and washing and waxing floors, as needed or scheduled by supervisor.
3. Empties trash receptacles in and around assigned buildings.
4. Maintains clean and sanitary conditions, and stocks supplies, in all restrooms.
5. When necessary, clears snow and ice from paths, stairs, and portico and branches Distributes sand and ice melt.
6. Performs carpentry, electrical and plumbing repairs of a minor or routine nature.
7. Monitors condition of building, performance of equipment, and alerts supervisor about maintenance needs and problems.
8. Setting up Library facilities for all programs. (day and evening).
9. Maintains confidentiality in regard to activities/situations and individuals encountered while completing work assignments.
10. Establishes and maintains effective working relationships with staff, other departments, and the general public.
11. Maintains familiarity with, and executes, safe work procedures associated with assigned work.
12. Performs other related duties as required.

QUALIFICATIONS:

1. Some knowledge of methods, materials, and equipment used in custodial work.
2. Some knowledge of general building repair and facility maintenance practices.
3. Ability to follow written and oral instructions.
4. Physical ability and stamina to perform required work.
5. Ability to establish and maintain effective working relationships with staff, other departments, and the general public.
6. Minimum High School diploma or equivalent
7. Must maintain a valid motor vehicle operator license.