

Six Mile Regional Library District  
JOB DESCRIPTION

Title:	Custodian (Full-Time)
Title of Immediate Supervisor:	IT and Facilities Manager
Additional Direction and/or Instructions Given By:	Administrative Staff, Library Department Assistants
FLSA Status:	Non-Exempt
Date of Approval:	Unknown
Updated:	April 2017

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**JOB SUMMARY**

The Custodian primarily performs routine cleaning and day-to-day maintenance of the library buildings. This position may open and/or secure library buildings.

**JOB DUTIES AND RESPONSIBILITIES**

***Essential Functions:***

- Service, clean, sanitize, and supply restrooms
- Sweeps, mops, washes, and waxes floors
- Vacuums carpets; empties waste and recycle cans, dusts and polishes furniture, woodwork and equipment; and cleans water fountains, windows and doors
- Cleans and disinfects soiled furniture and/or floors, using proper supplies, equipment, and disposal processes
- Picks up litter on parking lot and grounds
- May open and secure library buildings
- May assist with difficult customers
- Moves furniture as necessary
- Assists with the creation of special displays
- Empties book return, loads, moves, and unloads books and other materials. Handles shipments from suppliers
- Operates light equipment such as cleaning equipment and power and hand tools
- Seasonal duties may include snow and ice removal and salting of sidewalks, sweeping stairs and sidewalks, picking up litter, and cleaning filters on the inside and outside HVAC
- Will be required to occasionally operate a motor vehicle to transport items from one location to another or for travel to other location for custodial duties
- Utilize a computer and/or mobile device with access to receive instruction, work orders, daily duties, etc., and mark them as complete

**ENVIRONMENTAL - ATMOSPHERIC CONDITIONS**

Work is usually performed inside at all district locations; occasional outdoor work is required. Much of the work is performed when the library is closed to the public during late evening hours. Primarily evening and night work with occasional weekend or day duties.

## **POSITION QUALIFICATIONS**

### ***Education***

High school diploma or equivalent

### ***Experience***

A minimum of 2 years custodial experience preferred. Floor maintenance experience is highly desirable.

### ***Knowledge, Skills and Abilities***

Effective interpersonal and communication skills

Basic knowledge of e-mail and the Internet; ability to learn other basic software

Ability to operate light industrial cleaning and maintenance equipment

Knowledge of cleaning agents, materials and solvents

Ability to follow directions

Familiarity with maintenance equipment such as cleaning equipment, and power and hand tools

Knowledge of custodial practices

Ability to adjust workflow and be flexible in reacting to immediate needs/issues

Good oral communications skills for the purposes of conveying information

Ability to project a professional attitude and demeanor

Ability to embrace change and to work in an organization that values continuous learning

Ability to evaluate situations and to exercise tact, courtesy, and good judgment

Ability to drive library vehicle(s)

### ***Physical Requirements***

Primarily active work that requires standing, walking, stooping or crouching, climbing, kneeling, crawling, balancing, reaching, pushing, grasping, hearing and talking

Requires the ability to exert up to 75 pounds of force to lift, carry, push, pull or otherwise move objects, including but not limited to medium-heavy loads and bulky items of furniture

Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus as well as clarity of vision at 20 or more feet.

Manual dexterity to input data on a keyboard and perform basic mechanical tasks

### ***Licensing***

Must have a valid driver's license and current automobile insurance

This job description is not intended to imply that the duties identified above are the only duties to be performed by the employee(s) in this position. Employees may be required to perform other job duties as requested, subject to applicable state and federal laws. This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.