



Pickerington Public Library

Position Title: Custodian

FLSA Status: Non-exempt part-time

Pay Range: Range 2

Objective of the position: The Custodian is responsible for general cleaning of the library buildings, equipment and grounds. The Custodian works with other staff members to promote teamwork and share information.

Immediate Supervisor: Facilities Manager

Date updated: July 7, 2017

Supervisory responsibilities: none

Job Summary:

- Maintains cleanliness and effective operation of interior and exterior building facilities and grounds
- Plans work according to standard procedure and by library scheduling needs
- Follows systematic approach to the cleaning of the facilities, parking lot and sidewalks
- Participates in the cleaning of the buildings, adjacent walks, and grounds
- Assists in the inventory management of cleaning supplies and materials
- Travels between facilities for cleaning as needed
- Sets up rooms for use by Library Board and staff
- Regularly inspects buildings, facilities and equipment
- Reports problems to the Facility Manager
- Periodically makes security check of buildings
- Supports Facilities Manager on basic maintenance as needed
- Demonstrates understanding of basic library routines and adheres to library policies and procedures
- Checks e-mail and assists in public service areas as needed

Essential functions:

- Sweeps, vacuums, mops, scrubs, waxes and polishes floors using industrial vacuum and cleaners
- Sometimes uses ladders (up to 12 feet), dusts, cleans bookshelves, washes/replaces blinds and washes windows
- Moves cabinets, boxes, furniture, crates and equipment to clean areas. May remove stains from such surfaces as rugs, walls and floors using chemicals and cleaning solutions

- May also sweep walks, rake leaves, remove snow, salt ice or perform other incidental seasonal tasks
- Maintains and cleans bathrooms, including toilets
- Demonstrates adaptability to library needs
- Follows all applicable safety rules and procedures
- Able to cooperate with other staff, promote teamwork and share information
- Ability to exercise good judgment in work performance
- Ability to analyze/solve problems and exercise judgment in resolving or referring special or non-routine situations
- Ability to plan, organize and perform tasks in an efficient and timely manner
- Able to perform errands out of building, such as pick-ups and deliveries
- Able to assist staff in moving and lifting library materials and furniture
- Ability to operate power equipment
- Ability to interact tactfully and courteously with staff, other libraries' personnel, vendors, library administrations, and patrons
- Ability to effectively communicate both verbally and in writing
- Stamina and agility to perform routine custodial tasks
- Ability to meet the physical demands listed
- Ability to work a flexible schedule including nights and weekends

Position Requirements:

- High School Diploma or equivalent
- Background in grounds keeping, custodial, and snow removal
- Solid interpersonal and communication skills, able to convey a message clearly and concise via email, text or over a phone call
- Maintains professional, businesslike behavior and appearance
- Demonstrated commitment to serving library patrons and residents of the community
- Must maintain insurability under the Library's vehicle liability insurance coverage. Periodically drives to all Library locations; may travel for training and development assignments. Must have immediate access to personal vehicle. Must maintain valid driver's license and acceptable driving record. May drive PPL vehicle if called upon.

Physical Demands: While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls. The employee is frequently required to reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and talk and hear. The employee must regularly lift and or move over 50 pounds and occasionally lift weights up to 100 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Tasks affected include: computer work and watching patrons while working.

Environmental factors: indoor/outdoor – every season

Working conditions: Library operating/non-operating hours including nights and weekends. While cleaning public areas may come in contact with contagious illnesses, bodily fluids and chemicals. Certain areas of the library building have constant loud noises.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____