

City of Clintonville

Position Description

Title: Custodian I

Department: Library

Date:

FLSA Status: Non-Exempt

General Responsibilities:

Under general supervision, performs cleanup and minor maintenance of the library building and grounds to ensure the comfortable, clean, convenient, and safe operation of the library for both its patrons and staff.

Reportage:

The Custodian I reports to the Library Director.

Examples of General Duties and Responsibilities:

1. Performs assigned cleaning of the library building's halls, public areas, staff work areas, storage areas, stairways, and offices.
2. Empties trash receptacles and readies trash for disposal. Keeps up to date on recycling procedures.
3. Maintains an orderly and sufficient supply of cleaning materials and promptly notifies the Library Director of re-ordering requirements.
4. Performs regular inspection of the library's physical plant systems and promptly notifies the Library Director when repairs or maintenance work are needed.
5. Performs other related work.

Knowledge, Skills, and Abilities:

1. Ability to follow detailed directions.
2. Ability to carry out cleaning tasks quickly and efficiently according to a regular schedule, proscribed safety procedures, and with a minimum of supervision.
3. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors.
4. Physical ability to move furniture and equipment, boxes and containers of library materials, operate floor cleaning and maintenance equipment.
5. Working knowledge of English grammar and spelling.

Physical Demands of the Position:

1. Bending/twisting and reaching.
2. Far vision at 20 feet or further; near vision at 20 inches or less.
3. Grappling, climbing using legs and arms, and balancing.
4. Handling: sweeping, mopping, dusting.
5. Lifting and carrying: up to 80 pounds.
6. Pushing and pulling: objects weighing up to 150 pounds.
7. Sitting, kneeling, crouching, and crawling.

8. Standing, walking, climbing using legs and feet, stooping, kneeling and crouching.
9. Talking and hearing; use of the telephone.

Environmental/Working Conditions:

1. Flexible work hours; early morning hours; some evening and weekend hours.
2. Hazards: use of commercial/industrial cleaning chemicals. Some climbing involved in upkeep of lighting fixtures and maintenance of interior walls, windows and ceilings.
3. Inside work environment: 75% or more.
4. Outside work environment: up to 25%. Emptying returns, and other duties as assigned.

Equipment Used:

Basic cleaning equipment, including standard hand tools, brooms, feather dusters, mops and buckets, vacuum cleaners.

Education and Experience:

1. A High school diploma or equivalent is required.
2. Prior work experience and cleaning experience preferred.