

Job Title: **CUSTODIAN**
Grade Level: III
Department: Administration
Status: Part-time (FLSA non-exempt)
Supervisor: Library Director

Effective 1-1-2012

Job Summary: A non-professional grade position that involves cleaning and general maintenance of the facility.

Qualifications: Requires knowledge and work experience in custodial and maintenance work and ability to pass an annual physical exam. Must have a high school diploma or G.E.D., a valid Illinois Driver's License and access to a vehicle.

RESPONSIBILITIES AND DUTIES (ILLUSTRATIVE, NOT EXHAUSTIVE):

1. Performs daily cleaning inside and outside library facility.
2. Receives and responds to oral and written instructions from supervisor, as well as requests submitted verbally and in writing from other authorized library staff.
3. Prepares and executes systematic cleaning plan for library facility.
4. Performs general maintenance functions, i.e. changing light bulbs, furniture assembly, painting minor repairs, and other duties as outlined in the Building Maintenance Plan and other relevant documents.
5. Assists with snow removal and salting sidewalks, ramps, etc. as needed.
6. Performs walk-through inspections of the facility with the Library Director or designee.
7. Works with Library Director in planning and implementing special projects.
8. Insures that maintenance/mechanical and janitorial areas of the facility remain orderly.
9. Monitors cleaning supplies and alerts supervisor of items needed in a timely manner.
10. Observes and/or supervises the work of outside contractors working on the facility as needed or assigned.
11. Performs set-up and tear-down of meeting rooms for various programming needs.
12. Attends appropriate meetings, workshops and seminars.
13. Performs other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to work unsupervised and communicate effectively and courteously with the public and library staff using both written and verbal communication skills.
2. Must possess a strong work ethic.
3. Excellent time management skills.
4. Ability to multi task, with high level of detail-oriented focus.
5. Ability to work independently.
6. Ability to work well with others and promote a positive work environment.
7. Knowledge and skill in the use of power and hand tools, cleaning equipment, and snow removal equipment.
8. General working knowledge and skill in painting, drywall, caulking, and plumbing.
9. Knowledge of and ability to use commercial cleaning chemicals.
10. Ability to lift, bend and stoop, climb a ladder, and to remain on feet for long periods of time; ability to lift 80 pounds.
11. Ability to work inside or outside and in poor/inclement weather conditions.
12. Ability to work additional hours if needed.

Approved, Library Board of Trustees – November 9, 2011