

WABASH CARNEGIE PUBLIC LIBRARY

Position Description

POSITION: Custodian (Part-time 20 hours per week; option to go up to a maximum of 29 hours per week if required)

REPORTS TO: Executive Director

NATURE OF WORK: Assists the Executive Director in overall maintenance of the building, cleanliness of building, performing minor repairs, and other duties as assigned.

RESPONSIBILITIES

Sets up and takes down chairs, tables, and other items in meeting rooms and other areas as needed.

Assists in minor repairs and maintenance work such as hanging pictures, replacing light bulbs, touch-up painting, replacing filters, and unclogging sinks/toilets.

Maintains US and Indiana flags on flagpole including replacing flags as needed or putting at half-mast.

Assists in keeping entryways, sidewalks, and grounds free of litter, weeds, and hazards including ice and snow.

Orders cleaning supplies as needed and maintain inventory of.

Performing housekeeping duties including sweeping, vacuuming, dusting mopping, mopping, and other cleaning areas of public facilities and staff areas as needed.

Regularly inspects and reports the physical condition of the building, grounds, furniture, fixtures, and equipment along with recommending needed repairs and needs to the library's Executive Director.

Performs other duties as assigned by Executive Director.

Minimum Requirements/Qualifications:

Basic reading, writing, and math skills, and good interactive communitive skills.

Attention to detail.

Ability to stand, bend, reach, stretch, and demonstrate manual dexterity.

Ability to safely move up to 50 pounds.

Ability to use standard janitorial equipment and supplies.

Ability to understand and adhere to prescribed library routines and procedures.

Ability to work with the public in a friendly and ability to work independently.

Communication and social skills that allow interaction with other staff and the public.

Desirable Requirements/Qualifications:

Previous custodian experience, specifically in a public library if possible.

EDUCATION

High School Diploma or equivalent; some post-secondary education preferred

COMPENSATION

This is a part-time hourly position. Compensation is set annually by the Board of Trustees.

Main Custodian Duties Schedule

Daily

- Clean and sanitize all bathrooms, including mopping floors, cleaning wash basins, cleaning and disinfecting toilet bowls, cleaning counters, and cleaning mirrors.
- Refill all toilet paper, towel, and soap dispensers.
- Empty all trash receptacles and replace trash bags daily.
- Gather and store all recyclables from bins.
- Clean entry and interior door glass inside and out.
- Vacuum all carpet and floor mats. Don't neglect corners, edges, under furniture, and under bookshelves. Use attachments as necessary.
- Clean sidewalks and grounds of debris.
- Mop all tile floors, including bathrooms, entry way, and kitchen.
- Clean and polish drinking fountains and under and around them.
- Check outside sand tray for cigarettes.
- Wipe down and clean all tables and chairs in public areas.

Weekly

- Dust all windowsills, phones, computers, and window blinds and shades.
- Dust all uncovered areas of all desks, tables, file cabinets, bookcases, counters, and other furniture (not including bookshelves occupied by books)
- Make sure trash and recyclables are ready for pickup on designated days.
- Wipe off all kitchen appliances and clean and disinfect kitchen sink.

Monthly

- Clean all baseboards. Wash as needed.
- Clean all doors, door tops, and door facings, and spot clean all walls (including those normally hidden behind open doors).
- Clean and vacuum all heating vents and air conditioning ducts.
- Spot clean for cobwebs throughout building.
- Wash all wastebaskets.
- Clean stairwell railings and stairwell baseboards.
- Check light switch and electrical outlet faceplates and clean as needed.
- Wipe down and clean all tables and chairs in public areas.
- Dust wooden columns.

Every Two Months

- Change furnace filters.

Quarterly

- Dust all uncovered areas of all bookshelves.
- Vacuum upholstered furniture.
- Clean covers for lights.

- Check outdoor lighting timers.

Twice a Year

- Wash all windows inside, in conjunction with outside window cleaning done by window cleaning service.

As Needed

- Replace burned out light bulbs. (Outside help will be hired to replace bulbs in difficult to reach areas.)
- Clean Program Room after each use.
- Report any needed repairs to Executive director.
- Work Executive Director and Business Manager to order cleaning and maintenance supplies.
- Salt sidewalks as needed.
- Pull weeds in landscaping areas and around building/ sidewalk.
- Perform minor repairs.
- Sweep sidewalks.