

Brimfield Public Library District

Custodian Job Description

Title: Custodian

Department: Facilities

Classification: Part Time, Non-Exempt, Employee Classification D

Hours Per Week: 6-10, Morning, Evening, and Weekend Hours

Pay Range: \$15.00 - \$22.00 Per Hour

Reports to: Director

Summary

The Custodian is responsible for the general cleaning and upkeep of the Library building and property. In collaboration with the rest of the Library team, the Custodian helps foster a safe and healthy library environment, maintain the building and its assets, and support the Library's mission and goals.

Hours and Availability

- Cleaning duties will be performed three (3) to six (6) days per week.
- Certain cleaning duties will be performed outside of Library's operating hours, unless explicitly scheduled by the Director, to avoid interference with regular library service. The Library is open:
 - Monday - Thursday 10:00am – 7:00pm
 - Friday 10:00am – 6:00pm
 - Saturday 10:00am – 2:00pm
- Cleaning shifts must be scheduled so that the Library does not go longer than two days without being cleaned. Any break in the cleaning schedule longer than two days must be communicated to the Director as far in advance as possible, so that alternate cleaning arrangements can be made if necessary.
- The Custodian will coordinate cleaning, restocking, and other duties to support scheduled meetings, programs, events, etc. as needed.

Essential Functions & Responsibilities

- Completes cleaning tasks, including but not limited to:
 - Cleaning and sanitizing drinking fountains and coffee bar.
 - Cleaning and sanitizing push bars, door handles, and kick plates on doors.
 - Spot cleaning smudges on interior glass.
 - Dusting, wiping down, or spot cleaning tabletops, counters, and furniture.
 - Dust mopping, sweeping, and wet mopping all uncarpeted floors.
 - Cleaning all restroom sinks and counter tops.
 - Cleaning and scrubbing interior/exterior of toilets and around toilet bases.
 - Cleaning and polishing restroom and kitchen fixtures and stainless-steel containers.
 - Cleaning all restroom mirrors.
 - Refilling restroom soap and paper product dispensers.
 - Thoroughly cleaning and sanitizing restroom walls around toilets.
 - Scrubbing sinks and counters.

- Cleaning interior and exterior of stove, microwaves, and refrigerators.
- Vacuuming and spot cleaning all carpeted floors.
- Dusting light fixtures, fans, door frames, moldings, pictures, windowsills, cabinet tops, appliance tops, and around vents.
- Dusting and cleaning windowsills and blinds.
- Washing interior windows as needed.
- Dusting and removing cobwebs from interior ceiling areas and corners, and exterior entrance and window.
- Emptying waste receptacles into outside containers and replacing garbage bags.
- Washing out trash containers.
- Replacing furnace air filters.
- Monitors the Library for safety concerns and reports the following to the Director:
 - Presence of animals, vermin, or insects.
 - Need for cleaning supplies or equipment repair in advance.
 - Water leaks and other maintenance needs.
 - Any other health and safety hazards noticed.
- Coordinates with all Library departments to support and enhance library services.
- Attends scheduled meetings and trainings as required.
- Understands, demonstrates, and can communicate all policies and procedures.
- Keeps custodial supply room organized.
- Complies with fire code, OSHA, and other health and safety regulations.
- Performs other duties as assigned.

Skills Knowledge and Competencies

- Ability to develop and maintain respectful, collaborative relationships with other Library staff, patrons, community partners, and vendors.
- Ability to communicate clearly, effectively, and professionally in English, follow directions, and read documents written in standard English text.
- Ability to independently plan, organize, and prioritize work assignments.
- Ability to complete detailed work neatly, efficiently, and accurately, with minimal supervision.
- Ability to read, analyze, and interpret data.
- Ability to adapt to changes in responsibilities, work environment, and social situations with a positive attitude, initiative, and creativity.
- Ability to effectively use and troubleshoot technologies to complete work, including email, the library's calendar, and cleaning equipment.

Education and Experience Requirements

- Must be 18 or older.
- High School diploma or equivalent required.
- 1-year experience cleaning or performing custodial work preferred.

Physical Requirements

Requirement	Constantly (2/3 or more of the time)	Frequently (1/3 – 2/3 of the time)	Occasionally (1/3 or less of the time)
Focus and maintain professionalism in an environment with moderate noise.		<input checked="" type="checkbox"/>	
Remain in a stationary position.			<input checked="" type="checkbox"/>
Move around the workspace.	<input checked="" type="checkbox"/>		
Position self to access items on a low shelf, in a low drawer, or on the floor.	<input checked="" type="checkbox"/>		
Move items overhead (up to 75" high).	<input checked="" type="checkbox"/>		
Move boxes, equipment, tables, etc. across the workspace (up to 40 pounds).			
Perform repetitive movements to use equipment, tools, technological equipment, etc.	<input checked="" type="checkbox"/>		
Observe and recognize details at close range (within a few feet of the observer).	<input checked="" type="checkbox"/>		
Communicate information clearly and accurately in English so others will understand in person, on the phone, virtually, or in writing with individuals and groups.			<input checked="" type="checkbox"/>
Perform duties in a climate-controlled, indoor setting.	<input checked="" type="checkbox"/>		
Perform duties in an outdoor setting.			<input checked="" type="checkbox"/>

Benefits

- Paid Leave
- Flexible Schedule

This job description is not, nor is it intended to be, a complete statement of all duties, functions, and responsibilities that comprise this position. The Brimfield Public Library District retains the right to change or assign other duties to this position at any time.