

Claiborne Parish Public Library

Custodian Job Description

(This is a part time position)

RESPONSIBILITIES OF POSITION:

Under the supervision of the Library Director, the Custodian performs custodial and light maintenance services, including sweeping, vacuuming, mopping and other cleaning duties in and around the building facilities.

DUTIES:

1. Establishes and maintains schedule of routine janitorial and maintenance work
2. Performs custodial routines including but not limited to: vacuuming, cleaning and maintaining furniture, cleaning and maintaining glass and counter areas, dusting bookshelves, emptying trash cans, straightening tables and chairs, cleaning restrooms and changing supplies, damp or dry mops, maintaining inventory of cleaning and janitorial equipment
3. Setting-up of tables and chairs in preparing for special events.
4. Other duties as needed.
5. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and the requirements of the job change

KNOWLEDGE AND ABILITIES:

1. Knowledge of janitorial methods and protocol
2. Knowledge of infection control and modern cleaning methods
3. Ability to quickly clean and sanitize library
4. Knowledge of basic maintenance tasks in a commercial environment

PHYSICAL DEMANDS OF POSITION:

1. Sitting, standing, walking, climbing, and stooping.
2. Bending/twisting and reaching.
3. Talking and hearing; communicating with other staff members
4. Far vision at 20 feet or further; near vision at 20 inches or less.

5. Lifting and carrying: 80 pounds or less.
6. Pushing and pulling: objects weighing 60-80 pounds on wheels.
7. Heights: Ability to climb on tall ladders to reach vents, et cetera

MENTAL REQUIREMENTS:

1. Communication skills: effectively communicate ideas and information.
2. Reading ability: effectively read and understand labeling, signage, and instructions
3. Ability to comprehend and follow instructions: effectively follow instructions from Director
4. Time management: set priorities in order to complete the job
5. Ability to multi-task and is comfortable working alone occasionally.

ENVIRONMENTAL/WORKING CONDITIONS:

1. Inside work environment
2. Must be available for unexpected emergencies
3. Works with various cleaning chemicals, including bleach, ammonia, and more
4. Must be able to be around dust while cleaning

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent preferred
2. Knowledge of maintenance and janitorial best practices
3. Some previous janitorial/maintenance experience
4. Fast, diligent worker

SALARY RANGE:

1. For this position is \$8:00 - \$10.50/ hour
2. The hours of work should average 4-5 hours per day.
3. Hours could vary if special duties occur; then hours may be more.