

Chatham Area Public Library District

JOB DESCRIPTION

Title: Custodian
Title of Supervisor: Business Manager

JOB SUMMARY

To provide the library patrons and staff with a safe, attractive, comfortable, clean and efficient place in which to use and provide library services. To perform routine cleaning work in the library according to schedule provided by Business Manager.

JOB DUTIES AND RESPONSIBILITIES

Duties:

- Clean areas of the library (i.e. shelving areas, study rooms, meeting rooms, hallways, offices, rest rooms, breakroom, book store, kitchen, etc.), vacuum, mop, buff floors, wash windows, clean white boards, dust, paint, replace light bulbs, make minor building repairs
- Sweep and shovel walks (prior to library opening) and entrances, pick up debris on the grounds & clean drains
- Identify stains on carpets, floors, and furniture etc. and use proper chemicals for removal of stains, or notify carpet cleaner vendor of persistent stains
- Wash, scrub, disinfect rest rooms daily, and clean all sanitary fixtures, door panels and drinking fountains daily and refill soap dispensers and paper towel units as needed
- Clean up spills, pick up trash and recyclables, respond to special requests for custodial services from Library Supervisory Staff to maintain building and grounds in a safe and attractive condition
- Set up, take down and move furniture, shelving and meeting room partitions as assigned
- Report safety, sanitary and fire hazards to Administrative staff
- Requisition custodial supplies and equipment as directed, assist in maintaining an inventory of supplies and equipment
- Check daily to ensure that all exit doors are open and all panic bars are working properly during the hours of building occupancy
- Maintain a high level of ethical behavior and confidentiality when dealing with patron and staff information
- Assist in greeting and directing patrons to resources or staff
- Participate in in-service programs as assigned
- Act as a friendly ambassador for the Chatham Area Public Library District
- Perform such other tasks as may be deemed appropriate by the Administrative staff

POSITION QUALIFICATIONS

Education:

High School Diploma or equivalent

Knowledge, Skills and Abilities:

- 18 years of age or older
- Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with Staff, volunteers and Patrons
- Ability to understand and follow oral and written instructions
- Ability to make minor repairs
- Knowledge of cleaning methods and the ability to use cleaning materials and equipment with skill, efficiency, and safety
- Knowledge of requirements for maintaining library building in a safe, clean and orderly condition
- Familiarity with handling and disposal of hazardous materials
- Perform physical requirements which may include:
 - Requires moderate to extensive degree of physical stamina and frequent lifting up to 15 lbs. and occasional lifting over 25 lbs.
 - Ability to lift and move furniture, desks, shelving, movable doors and cleaning equipment and supplies
 - Ability to operate buffers, scrubbers, vacuum cleaners, and other equipment
 - Ability to climb ladders, stretching and bending to perform cleaning, repairs, painting,
 - Ability to walk to various locations within the library and the grounds
 - Ability to work primarily in a standing position
 - Ability to handle possible exposure to bodily fluids due to injury or illness
- Ability to work both during the hours that the library is closed
- Ability to demonstrate standards of moral character and behavior to serve as an effective role model
- Ability to take pride in work performed and be a vital member of the library team

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

- Background Check
- Valid Illinois Driver's License
- Current CPR and First Aid Training (preferred)
- Bloodborne Pathogen Training/Hepatitis B Shot Series (preferred)

This job description is a general guide to the duties and responsibilities of the position and is not intended to list every possible task that an employee may be directed to perform.