

Custodian Job Description

The Library Custodian must visit the library **THREE (3)** times each week and perform the cleaning necessary to keep the library a clean and attractive place for patrons to visit and use.

Hours per week:	8.5 hours/week
Insurance or Benefits:	No
Wage:	Dependent on experience, starting at \$10/hour

RESPONSIBILITIES:

- Cleanliness of the library
- Minor maintenance and repair of the building and its contents or notification to the librarian of the need for repair or maintenance of the building and its contents
- The custodian shall be responsible to the Library Director
- The hours and duties of the custodian shall be arranged to best serve the library; cleaning will not be performed during the library's public hours
- Must be able to use a Google calendar to check the library's schedule each week
- Must be able to schedule cleanings around times with the library's community room is in use

EXAMPLES OF WORK:

- Bathrooms (3), Drinking fountain (1), Sinks (6):
 - toilet bowls must be cleaned once a week
 - sinks and drinking fountain must be cleaned three times a week
 - paper products should be stocked during each visit
- Carpet & Tile:
 - should be vacuumed each visit, including under any moveable furniture
 - spot treatment of stains as needed
 - vacuum any area rugs and entry rugs during each visit
 - tile in cafe and children's area will be swept each visit and wet-mopped weekly
- Dusting:
 - tops of all bookshelves shall be dusted weekly
 - countertops around computers, circulation desk, cafe, staff areas, children's area, teen area and community will be wiped down each visit.
 - Tabletops in all areas will be wiped down each visit
- Store rooms (4):
 - floors in storage areas will be vacuumed quarterly
- Supplies:
 - responsible to placement of appropriate supplies for public use, i.e. toilet paper, paper towels, hand sanitizer, facial tissues, etc.
 - cleaning supplies can be ordered by the custodian upon approval of the library director and charged directly to the library with a tax exemption
- Trash & Recycling
 - trash and recycling bins will be emptied each visit; cardboard boxes will be broken down before recycling
 - trash & recycling carts will be placed at the curb on appropriate days
- Windows:
 - inside and outside of front entrance doors and windows to the library and community room will be cleaned weekly
 - library windows, with the exception of the rooftop dormer windows, will be cleaned inside and out quarterly
- Walls/Ceilings:
 - should be checked for spider webs and dusted or vacuumed periodically