

## JOB OPENING



JOB CLASS:	Custodial
POSITION TITLE:	Branch Custodian
GRADE:	III, 2
SALARY:	\$13.53/hour
CATEGORY:	Part-time: 15 hours per week
SCHEDULE:	Monday - Friday, 3 hours per day, either before opening or after closing
FLSA:	Non-Exempt
REPORTS TO:	Branch Manager

### POSITION SUMMARY:

Provides custodial services for the Branch Library building by cleaning restrooms, vacuuming, dusting, and emptying trash on a daily basis.

### JOB REQUIREMENTS:

#### Education

High school diploma or GED

### PERSONAL REQUIREMENTS:

- Dependable, prompt, and good job attendance
- Pleasant personality
- Cooperative and helpful
- Neat, clean, and well-groomed
- Use tools required in custodial and minor maintenance work
- Understand and follow oral and written instructions
- Perform moderately heavy manual work
- Work independently in the absence of supervision
- Clean and care for assigned areas and equipment
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

### GENERAL DUTIES:

- Assist in maintaining overall appearance of the library
- Clean all areas of the branch building according to cleaning schedule
  - Clean and sanitize restrooms using established practices and procedure
  - Refill restroom dispensers, as necessary
  - Clean, dust, and wipe furniture
  - Sweep, mop, or vacuum floors
  - Empty/clean wastebaskets and trash containers
  - Wash walls and equipment

- Use and maintain assigned equipment including vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
- Follow instructions regarding the use of chemicals and supplies. Use as directed.
- Wash accessible interior and exterior windows
- Assist with inventory control of cleaning and supplies
- Lock and unlock assigned building: secure building when facilities are not in use checking for unlocked doors and windows; turn on/off lights
- Water landscape plants as needed
- Attend to emergencies as necessary
- Notifies supervisor of any problems or situations needing further attention
- Perform other duties as assigned

**ESSENTIAL SKILLS:**

- Performs physical and mental activity associated with cleaning and maintaining building
- Requires vision in the normal range with or without correction
- Requires hearing in the normal audio range with or without correction
- Requires good memory, attention to detail, ability to comprehend and follow directions
- Requires physical mobility to walk and stand for prolonged periods of time
- Requires frequent sitting, bending, stooping, kneeling, crouching, reaching, stretching and twisting for extended periods of time
- Requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to operate equipment
- Must be able to regularly push, pull, lift, and/or carry light to moderately heavy objects; must be able to lift -25 pounds

Jeffersonville Township Public Library is an Equal Opportunity Employer

Adopted by the  
Jeffersonville Township Public Library Board of Trustees  
on February 23, 2016, updated December 18, 2018