



JOB CLASS: Custodial
POSITION TITLE: Custodian (Jeffersonville Library)
GRADE: III, Step 2 - 3
PAY: \$15.52 - \$15.97 an hour
SCHEDULE: Full-time: 37.5 hours per week
Evenings required Monday - Thursday; rotating Friday and Saturday shift
FLSA: Non-Exempt
REPORTS TO: Library Director

POSITION SUMMARY:

Provides custodial services for the Jeffersonville Library by cleaning restrooms, vacuuming, dusting, emptying trash daily, and tending to library grounds.

JOB REQUIREMENTS:

Education

High school diploma or GED

PERSONAL REQUIREMENTS:

- Good record of dependability, promptness, and attendance
- Pleasant personality
- Cooperative and helpful
- Projects professionalism in appearance and behavior
- Uses tools required in custodial and minor maintenance work
- Understands and follows oral and written instructions
- Performs moderately heavy manual work
- Works independently in the absence of supervision
- Cleans and cares for assigned areas and equipment
- Communicates clearly and concisely, both orally and in writing
- Establishes and maintains effective working relationships with those contacted in the course of work

GENERAL DUTIES:

- Assists in maintaining the overall appearance of the library
- Cleans all areas of the Jeffersonville Library according to the cleaning checklist
 - Cleans and sanitizes restrooms using established practices and procedure
 - Refills restroom dispensers as necessary
 - Cleans, dusts, and wipes furniture
 - Sweeps, mops, or vacuums floors
 - Empties and cleans wastebaskets and trash containers

- Washes walls, trash containers, and equipment
- Uses and maintains assigned equipment, including vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
- Follows instructions regarding the use of chemicals and supplies
- Washes accessible interior and exterior windows
- Landscaping duties as needed
- Assists with inventory control of cleaning supplies
- Attend to emergencies as necessary
- Notifies supervisor of any problems or situations needing further attention
- Performs other duties as assigned

ESSENTIAL SKILLS:

- Performs physical and mental activity associated with cleaning and maintaining the 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
- Must be able to work indoors and outdoors
- Requires frequent sitting, bending, stooping, kneeling, crouching, reaching, stretching, and twisting for extended periods
- Requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to operate equipment
- Must be able to push, pull, lift, and carry light to moderately heavy objects regularly; 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 February 21, 2023