



JOB CLASS: Custodial/Landscaping
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 and mild landscaping services for the Jeffersonville Library by cleaning restrooms, vacuuming, dusting, emptying trash daily, mowing, weeding, 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
- Performs seasonal landscaping duties, including but not limited to mowing, weeding, outdoor trash pickup, watering outdoor areas, snow shoveling
- 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
- 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

<p>Adopted by the Jeffersonville Township Public Library Board of Trustees on February 23, 2016, updated February 21, 2023, and May 21, 2024.</p>
