

## POSITION DESCRIPTION

POSITION TITLE: Part Time Custodian

POSITION LEVEL: 1

SUPERVISOR: Director; Senior Custodian

### GENERAL DESCRIPTION

Is responsible for the cleanliness, maintenance, and operation of the physical plant, and the maintenance of the grounds. Under the general supervision of the Library Director and/or Senior Custodian performs general cleaning and maintenance. Strives for exceptional services for the community of Salem.

### RESPONSIBILITIES TO THE PUBLIC

- Maintains the cleanliness of the building, performing tasks including, but not limited to vacuuming, sweeping, mopping, washing, dusting and moving furniture and bookcases.
- Disinfect commonly used items like tables, door handles, railings, etc.
- Performs grounds maintenance including removing debris, shoveling and de-icing of walkways.
- Cleans and monitors all 5 bathrooms for cleanliness and sufficient supplies.
- Arranges furniture and equipment for the purpose of providing adequate preparations for meeting room use.
- Responds to immediate safety and/or operation concerns (i.e. facility damage, vandalism, alarms, plumbing/heating issue, etc.) by contacting the Senior Custodian and/or Director. Then taking appropriate action.
- Maintains storage areas, equipment, materials, and supplies in a safe and orderly manner in order to ensure the safety of the public.

### FACILITIES RESPONSIBILITIES

- Maintains storage areas, equipment, materials, and supplies in a safe and orderly manner in order to ensure the safety of the public.
- Setup or breakdown of meeting room for various meetings.
- Reports emergencies, major to Senior Custodian and/or Director

### RESPONSIBILITIES TO THE STAFF

- Maintains storage areas, equipment, materials, and supplies in a safe and orderly manner in order to ensure the safety of the staff.
- Ensures that staff has safe and clean working space and conditions.
- Empties Trash and recycle bins as needed.

### RESPONSIBILITIES TO THE ADMINISTRATION

- Maintains storage areas, equipment, materials, and supplies in a safe and orderly manner in order to ensure condition and usability for the expected life of the item.
- Maintains records and prepares reports as required.
- Other tasks as assigned.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of standard cleaning procedures, chemicals, products, and equipment.
- Knowledge of safety guidelines when working with chemical cleaners
- Ability to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products.
- Understanding of state and local recycling laws and ordinances, and related compliance issues.
- Ability to work in adverse temperatures and weather conditions.
- Physical ability to do manual work for extended times.
- Ability to comprehend and follow written and oral instructions.
- Ability to work independently in a multi-tasking customer service setting, with minimum of supervision.
- Work effectively independently and cooperatively on teams.
- Ability to express ideas clearly and concisely in person and on the phone, while maintaining a tactful, courteous manner.
- Ability to be courteous and pleasant at all times with customers, vendors, town employees, and staff.
- Ability to establish and maintain effective working relationships with superiors, coworkers and customers.
- Strong attention to detail.
- Ability to provide quality work in a cost-effective manner, recommending improved methods as appropriate.
- Ability to deliver effective, accurate results and meet deadlines.
- Ability to meet or exceed the library's Core Competencies.

### EDUCATION AND EXPERIENCE REQUIREMENTS

- High School Diploma or equivalent
- Janitorial experience preferred

<July 2021>