

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>