

South Holland Public Library

16.0 Job Descriptions



16.4 JOB TITLE: Custodian
DEPARTMENT: Administration
REPORTS TO: Business Manager

POSITION SUMMARY:

This non-exempt, part-time position is responsible for cleaning the library.

Responsibilities and Duties:

- Provides friendly, courteous and accurate service to all users.
- Notifies Business Manager of needed supplies.
- Maintains janitorial closet in a clean and uncluttered condition.
- Empties all waste receptacles, recycling bins and paper shredders into outside containers.
- Cleans and sanitizes drinking fountains.
- Spot cleans glass smudges on glass.
- Dusts and cleans table tops and counters.
- Dust mops, sweeps and wet mops all uncarpeted floors, including foyers, entryways, Teen Room, tile areas in the Youth Services Department, and North meeting room kitchen.
- Vacuums.
- Cleans all bathroom sinks and counter tops.
- Cleans and scrubs interior/exterior of toilets and around toilet base.
- Cleans and polishes bathroom and kitchen fixtures and stainless steel containers.
- Cleans all bathroom mirrors.
- Cleans all restroom stall doors and partitions.
- Refills all soap dispensers.
- Refills all paper product dispensers.
- Damp scrubs sinks, tables and counters in kitchens.
- Dusts newspaper and magazine racks and all other furniture.
- Thoroughly cleans and sanitizes rear stall walls in all bathrooms.
- Sweeps and mops public restrooms.
- Vacuums and cleans walls of elevator.
- Dusts and removes cobwebs from ceiling areas.
- Washes out all trash containers.
- Dusts lighting fixtures and polishes wooden office furniture.
- Washes all interior windows twice a year.
- Complies with all library and personnel rules and regulations.
- Performs other work as assigned.

Knowledge, Skills and Abilities:

- Ability to work independently.
- Ability to exercise initiative and make independent decisions.
- Ability to use sound judgement and logical reasoning to resolve problems.
- Demonstrated knowledge of cleaning equipment and products.

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- Ability to work the hours needed to complete the responsibilities of the Custodian.
- Ability to reach, bend, stoop and lift up to 40 pounds and access cleaning areas.

Qualifications:

- High school diploma or GED.
- Custodial work experience preferred.
- Reads, understands, writes legibly and speaks articulately in English.
- Position requires day, evening and weekend hours.