Position: Custodian

Supervised by: Library Director

Classification: Part-time, Non-exempt, At-will

Schedule: 15 hours/week (3 hours/day, 5 days/week)

Salary: $15.00/hour

Benefits: PTO and 6 paid holidays; Optional 457 deferred compensation plan

General Summary:
Under the direction of the Library Director, support the overall mission of the Library by ensuring the Library facility projects a clean, cared-for image based on regularly scheduled indoor and outdoor maintenance and cleaning.

Essential Job Functions:
The following statements are intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements.

- Perform custodial and janitorial tasks throughout the building and on the Library grounds.
- Maintain a clean building free of hazards to public and staff.
- Organize and secure all cleaning supplies, tools, and equipment.
- Regularly monitor and maintain the Library’s building structure, systems, and grounds; Inform director and staff of any specific maintenance issues in need of attention.
- Submit supply purchase lists to appropriate staff in a timely manner to ensure that supplies needed for the department are available.
- Vacuum all areas daily with special attention paid to high traffic areas.
- Mop all hard-surface floors in restrooms and other areas regularly.
- Clean and stock all restrooms daily, including cleaning and sanitizing sinks, toilets, countertops, floors, walls, mirrors, dispensers, doors and handles, and infant changing tables.
- Remove all trash and recyclables on a daily basis.
- Occasionally move furniture as needed.
- Clean kitchen countertops, cabinet faces, walls, microwaves, refrigerators, and sinks.
- Wash down and sanitize library tables, counters, and circulation work surfaces daily, including children’s room craft tables.
- Clean and dust shelving, circulation desks, window sills and seats, wood
surfaces and ledges, and remove any marks on walls, surfaces, or furniture.
- Clean interior and exterior glass doors and vestibules daily. Clean all doors and door handles of fingerprints, paint and debris.
- Clean and maintain entryways.
- Spot clean furniture as needed.
- Perform light plumbing as needed, including unclogging toilets and sinks.
- Promptly respond to urgent cleaning tasks and ticket requests.
- Operate building machinery and equipment utilizing safety precautions.
- Assist and/or perform opening and closing procedures of the building according to security procedures.
- Respond to internal and external customer communications with appropriate business etiquette.
- Perform some snow removal and grounds cleaning in all weather conditions as needed.
- Provide assistance with inspections and emergency procedures as needed.
- Ensure all policies of the Chesterfield Township Library are followed.
- Serve on all planning committees and outreach activities as requested.
- Assure that a positive employee relations position is maintained.
- Maintain physical appearance of library by picking up library materials left on tables, chairs, counters, etc.
- Stay current with changes to procedures and policies affecting department and/or library operations.
- Perform related work as required and other duties as assigned including working as a team member to provide all library services to the public.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**
The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position:

- High School Diploma or equivalent.
- Minimum of 1 year of custodial work experience preferred, preferably in a large municipal building.
- Building maintenance experience in skilled trades preferred.
- Basic knowledge of building tools and systems preferred.
- Valid driver’s license; Ability to travel locally on behalf of the Library as needed.
- General understanding of service standards and procedures within a public building.
- Professional written and verbal communication skills.
- Ability to establish effective working relationships; excellent interpersonal and public relations skills including good, independent judgment, initiative and resourcefulness to work effectively with staff, Trustees, volunteers, library users, and vendors in a team environment.
- Ability to learn standard building systems, software, equipment, and tools.
- Working knowledge of various library communications systems.
- Ability to follow instructions and respond to management direction.
- Ability to work in various conditions.
- Ability to maintain a safe environment for public and staff.
- Flexibility to adjust works schedules as needed.
- Adherence to safety procedures and ability to respond to building emergencies as needed.
- Trustworthy; Must maintain confidentiality and privacy of library matters.
- Strong organizational skills; stress and time management skills.
- Sound decision-making skills.
- Ability to prioritize workload and work independently.
- Ability to work under stress; requires flexibility and a willingness to change.
- Prompt and dependable with a strong work ethic.

**Physical Demands and Work Environment:**
The physical demands and work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of the job.

Able to see, stand, walk, sit, bend, stoop, kneel, crouch, crawl, talk, and hear regularly to successfully perform all duties.

Able to use hands with dexterity, reach, push, pull, lift, and carry heavy containers, up to 75 pounds, during a work shift.

Able to move furniture, change light bulbs, utilize manual tools, power tools, and custodial equipment, climb ladders and stairs, carry trash, and shovel snow in various weather conditions.

Able to tolerate exposure to nontoxic fumes, airborne particles, outdoor allergens, and cleaning chemicals.

Able to tolerate exposure to differing temperatures internally and externally.

Specific vision abilities required by the job include close, distance, and color, peripheral vision and the ability to adjust focus.

The employee might occasionally be required to travel to other locations.

While performing the duties of this job, the employee regularly works in a public service setting. The noise level in the work environment is usually moderate.

**Process:** Applicants should submit a single PDF file of the following to jobs@chelibrary.org.

1. Cover letter
2. Resume
3. Completed Chesterfield Township Library application (www.chelibrary.org)

**Application Deadline:** Friday, February 21, 2020
**Starting Date:** March 02, 2020

This is an at-will position. The Chesterfield Township Library is an equal opportunity employer. All decisions affecting employment shall be made without regard to an individual’s race, color, religion, marital status, familial status, family responsibilities, veteran status, age, sex, sexual orientation, gender identity, height, weight, national origin, disability or other classification protected under federal, state or local law.