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**JOB DESCRIPTION:**

**Supervisor/Department:**

**Supervisees:**

**Status:**

**CUSTODIAN**

**Business Manager/Administration**

**None**

**Non-exempt, hourly, part-time**

**Job Purpose:**

Under the general supervision of the Business Manager, this employee performs janitorial duties and facility maintenance, including some exterior maintenance. Day work required. Evening and weekend work, including Sundays (September – May), required as needed.

**Essential Functions:**

- Follow and complete duties listed on a maintenance schedule.
- Clean and stock restrooms daily.
- Maintain floors of building.
- Clean interior windows and glass doors.
- Keep building and grounds free of litter and trash.
- Dust public and staff areas.
- Monitor and maintain the library's building structure, systems, grounds, and property.
- Assist with meeting room set up.
- Keep walkways clear of ice and snow, as needed.
- Deliver materials and packages to appropriate staff and departments.
- Other related custodial and maintenance tasks as assigned.

**Further Responsibilities:**

- Represent the library in a positive fashion at all times.
- Cooperate with all staff in performing duties essential to providing quality customer service and the achievement of library objectives, goals, and mission.
- Keep current with profession by participating in appropriate meetings, workshops, and training sessions, as assigned by supervisor.
- Other reasonable duties as necessary.

**Abilities, Skills and Knowledge:**

- Thorough knowledge of cleaning and maintenance materials, methods, and equipment, as well as of safety practices and procedures.
- Ability to gain thorough knowledge of Fondulac District Library's Policies & Procedures.
- Ability to use effective decision making, interpersonal, and communication abilities with strong customer service and public service focus.
- Ability to maintain a pleasant and productive working environment.
- Ability to stand for long periods of time, climb ladders, and to reach, push, lift, and carry heavy items (up to 75 pounds), if necessary.
- Ability to communicate verbally and in writing, including by email.

**Experience and Training:**

- High school diploma and experience in custodial and maintenance work required.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Updated: July 3, 2023*