

APPENDIX C

JOB DESCRIPTION  
CUSTODIAN/MAINTENANCE

Part I: Position Summary

Supervisor's Title:	Library Director
Work Schedule:	Full time flexible hours that will include nights and weekends
Salary:	See current salary schedule for starting salary.
Job Summary	The Custodian, under the supervision of the Library Director, keeps the interior and the exterior of the building and grounds clean and maintained.
Qualifications	<ol style="list-style-type: none"><li>1. High School diploma or equivalent.</li><li>2. Must be able to lift 50 lbs.</li><li>3. Must be able to climb ladders to reach the ceiling and the roof.</li><li>4. Must be able to bend, stoop and stretch to reach high and low areas that need repair or dusting.</li><li>5. Must be able to perform simple repairs to plumbing, electrical wiring, cabinetry, and masonry.</li></ol>

Part II: Duties and Responsibilities

Job Duties: Daily	<ol style="list-style-type: none"><li>1. Outside check for paper, cans, etc. left in yard</li><li>2. Empty waste baskets.</li><li>3. Check washrooms/clean bowls, mop floors, empty paper, clean changing tables etc.</li><li>4. Keep glass in front and back doors clean.</li><li>5. Check hall and entrance ways and keep them clean--also traffic areas.</li><li>6. Look around tables, chairs, aisles, window ledges, for paper, mud, bugs etc. and clean it when found.</li><li>7. Vacuum carpets.</li><li>8. Check exit lights and night lights to see if they are okay.</li><li>9. Check and if necessary update exterior sign.</li><li>10. Set up the Eide room for programs.</li><li>11. Receive and disburse packages.</li></ol>
Weekly	<ol style="list-style-type: none"><li>1. Clean carpets -- dust table tops, counter tops, chairs, etc. if needed.</li></ol>

APPENDIX C  
CUSTODIAN/MAINTENANCE

2. Dust book, magazine and all other shelves.
3. Dust door frames, offices, and check all corners for cobwebs. Remove cobwebs as soon as they are found.
4. Dust behind all machinery, readers, and computers.
5. Check and replace bulbs both inside and out.
6. Order supplies through main office.

- Seasonal:
1. Shovel and salt walks when needed.
  2. Shovel gravel up out of parking lot and back into planted areas.
  3. Keep lawn mowed and weeded (at least weekly.)
  4. Pull weeds and loosen ground around trees.
  5. Trim bushes so that they do not grow any larger than present.
  6. Water lawn, plantings, and trees when needed.
  7. Windows washed outside at least twice a year or oftener if needed.
  8. Clean roof drains of leaves and debris.
  9. Clean HVAC grates.

- As Needed
1. Do light plumbing such as clear stuffed toilet drains, repair toilet floats, or replace washers.
  2. Do light electrical work like change ballasts, change light bulbs, replace receptacle or light switches.
  3. Learn and understand the HVAC master program and be able to make simple adjustments. HVAC belts and filters located on the roof must also be changed.
  4. Hang shelves, build and take disassemble steel shelving units. Assemble prefabricated furniture and sometimes create a simple piece of furniture from scratch.
  5. Call service representatives and submit estimates for repairs.
  6. Help with program and seasonal decorating.

- Responsibilities:
1. The clean and well kept appearance of the building and grounds.
  2. The candidate should be able to shovel snow during a snow storm when contacted by library personnel.

Part III: Standards of Performance

1. The building and grounds must be kept neat and trim at all times.

APPENDIX C  
CUSTODIAN/MAINTENANCE

2. Weeds growing or overgrown bushes will not be acceptable, nor will dirty unsightly bathrooms.
3. Shelves must be dusted as least once every two weeks. A dust ball on the shelves or behind the machines is not acceptable.
4. HVAC grates inside and roof drains outside must also be kept clean.
5. Storage and maintenance areas are no exception to the cleanliness test. These areas must be clean and orderly as well.