

## ASSISTANT CUSTODIAN

### Job Summary:

To assist the Custodian Supervisor in the maintenance, cleaning and repairs of Library buildings and property.

### Minimum Qualifications:

Some previous experience in maintenance, housekeeping and basic mechanical knowledge. A clean driving record.

### Required Competencies:

- Knowledge of good housekeeping procedures for daily, weekly and seasonal cleaning.
- Self-starting individuals who take pride in their work and the appearance of building, with the ability to work with limited supervision.
- Ability to establish and maintain effective working relationship with co-workers.
- Ability to learn and follow the general rules, regulations and procedures of the library system.
- Ability to understand and follow written and oral instructions.
- Requires physical agility and strength to bend, reach, lift and carry (up to 50 lbs).

### Essential Duties:

- Be a collaborative team member, sharing responsibility for building supervision, working towards ensuring the proper maintenance and organization of the library, and in helping the library provide a welcoming, comfortable, and safe place for the community.

### Daily Activities

- Pick up trash inside building and on property, and place in bin
- Vacuum offices, severe messes, and public areas when closed
- Clean and/or dust door knobs, windows, walls, furniture, shelving, equipment, dock areas, restrooms and fountains.
- Clean lower level areas and offices (Reception area, Staff lounge, Director's office, Technical processing, Blind & Handicapped, Foyer, and Meeting rooms)
- Check restrooms at beginning and end of shift for cleanliness and stock of supplies
- Report any problems or issues that are observed

### As Needed

- Hose and sweep sidewalks
- Maintenance of grounds at each facility as designated in daily activities
- Remove snow and/or ice from sidewalks
- Set up or change rooms for meetings
- Performs related work as required.