

BRIDGMAN PUBLIC LIBRARY
JOB DESCRIPTION

TITLE:	Custodian
SCHEDULE:	Part-time, 12-15 hours per week, weekday mornings, some weekends
COMPENSATION:	\$10 per hour
REPORTS TO:	Library Director

JOB SUMMARY

Performs general cleaning and minor maintenance duties in maintaining library building, walkways and grounds to keep them in clean, orderly and functional condition.

MAJOR DUTIES

- Cleans rooms, hallways, restrooms, offices, and windows.
- Vacuums, sweeps, mops, dusts entire library.
- Uses vacuum to clean rugs and upholstered furniture.
- Washes tables, walls, woodworks, windows, doors and sills.
- Empties wastebaskets and takes trash cans and recycling to the curb for pick up.
- Replenishes restroom supplies.
- Replaces light bulbs and does minor building repairs.
- Does laundry once a month.
- Waters plants.
- Clears debris and snow from the library entryways.
- Keeps an inventory of building supplies and orders supplies as needed.
- Performs work according to procedure and library maintenance schedule.
- Reports problems and building needs to Director.
- Follows all applicable safety rules and procedures.
- Opens and closes library building according to security procedures.
- Records work accomplished on daily calendar.

KNOWLEDGE AND SKILLS

- Knowledge of general cleaning practices and maintenance work.
- Knowledge of general safety practices and procedures.
- Ability to be self-directed and work independently.
- Ability to follow detailed written and oral instructions.
- Ability to make minor repairs to building and custodial equipment.

PHYSICAL REQUIREMENTS

- Ability to see, hear and speak clearly.
- Ability to lift up to 70 pounds.
- Ability to walk, kneel, climb, stand, stoop, crouch, reach, and do related physical activities.
- Ability to use various cleaning methods, equipment, and chemicals safely.

QUALIFICATIONS

- High school diploma or equivalent required.
- Knowledge of general cleaning practices and building maintenance.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.