

# **Custodian**

## **Arcanum Public Library**

### Position Definition

Performs general cleaning and minor maintenance duties in maintaining library building, adjacent walks and grounds, and equipment in clean, orderly and functional condition. Provides assistance to staff, visitors and other employees as necessary.

### General Duties

- Receives oral or written orders from Director and Assistant Director.
- Performs work according to standard procedure and by building's operational schedule.
- Cleans rooms, hallways, restrooms, offices, stairways and windows.
- Uses brooms, mops, and floor equipment to sweep, mop, strip and wax floors.
- Uses vacuum cleaners to clean rugs, carpets, upholstered furniture and blinds.
- Dusts furniture and equipment.
- Washes walls, ceilings, woodwork, windows, doors and sills.
- Makes minor carpentry, electrical, mechanical and plumbing repairs.
- Performs touch up and finish painting.
- Empties wastebaskets.
- Replenishes restroom supplies.
- Replaces light bulbs.
- Follows all applicable safety rules and procedures.

### Additional Duties

- Participates in general cleaning, painting, and repair work.
- Uses hand tools and power tools in making minor maintenance repairs and maintaining grounds and walks.
- Provides assistance to officials, staff, visitors, and other employees as necessary.

### Qualifications Profile

- The skills and knowledge required would generally be obtained with previous experience in building cleaning and maintenance work.
- Ability to apply common sense understanding to carry out detailed but uninvolved oral or written instructions.
- Ability to relate to officials, staff and public in a courteous manner.
- Ability to acquire job skills with three months of on-the-job training.
- Ability to lift and carry objects weighing from 15 to 25 pounds.
- Ability to work occasionally in poor weather conditions, including heat, cold, rain, or snow.