** Custodian I**

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| **Classification** | Custodian | **FLSA Status** | Non-Exempt |
| **Level** | Part Time | **Division** | Genoa Branch Library |
| **Reports to** | Director & Branch Manager | **Schedule** | 12 hrs/week |
| **Salary Range** | $11.50 hourly | **Date Revised** | February 2020 |

**PRIMARY DUTIES**

* Cleanliness and Sanitation of the library
* Minor maintenance and repair of the building and its contents or notification to the librarian of the need for repair or maintenance/supplies of the building and its contents
* The hours and duties of the custodian are flexible, but should be arranged to best serve the library; cleaning will not be performed during the library's public hours

**EXAMPLES OF WORK**

* Toilet bowls must be cleaned at least once a week/bathrooms each visit
* Sinks and drinking fountain must be cleaned three times a week
* Paper products/soap should be stocked as needed
* Carpets should be vacuumed each visit, including under any moveable furniture
* Spot treatment of stains (floors/furniture) as needed
* Tile in entry way, bathrooms, and hallway will be swept each visit and wet-mopped weekly
* All furniture, including bookshelves dusted weekly
* All hard surface areas wiped down each visit (every room)
* Trash and recycling bins will be emptied each visit
* Inside of front entrance doors and windows to the library and community room will be cleaned weekly
* Library windows will be cleaned inside quarterly
* Walls should be checked for spider webs or stains and dusted/wiped down periodically
* When necessary, clears snow and ice from entrances. Distributes rock salt/ice melt.

**KNOWLEDGE & SKILLS**

* Understands and follows written and oral instructions.
* Some knowledge of methods, materials, and equipment used in custodial work.
* Physical ability and stamina to perform required work
* Ability to establish and maintain effective working relationships with staff, other departments, and the general public.

**EDUCATION/QUALIFICATIONS**

* High School Diploma or GED Equivalent is required.
* Must have reliable transportation.
* One year cleaning experience preferred.

**To apply, send a resume and three references to:**

Ariel Gresh

Genoa Branch Library

[genoamanager@harriselmorelibrary.org](mailto:genoamanager@harriselmorelibrary.org)

Applicants will be accepted until the position is filled.