

ANDOVER PUBLIC LIBRARY

Job Description

Job Title: Custodian	FLSA Status: Non-Exempt / Hourly
Reports to: Director	Hours: Part Time @ 25 hrs/week
Benefits: OPERS, Deferred Compensation, Life Insurance	Wage: \$9.50 - \$10.50/hour

The Custodian is responsible for maintaining a clean, comfortable, and safe environment for library patrons and staff. Work requires the use of power and hand tools in the performance of a variety of tasks of moderate complexity. Custodian responds to indoor and outdoor building emergencies during and after hours of library operation.

ESSENTIAL JOB FUNCTIONS

- Keeps the library clean and safe
- Performs general cleaning duties including but not limited to:
 - Vacuuming all carpets
 - Cleaning glass on doors and windows
 - Cleaning and maintaining furniture
 - Emptying trash cans
 - Cleaning restrooms and changing supplies
 - Sweeping, mopping all tile floors
 - Cleaning countertops
 - Dusting bookshelves
 - Dusting high areas for cobwebs
 - Straightening tables and chairs
- Performs preventative maintenance work (example: lights, furniture and equipment, paints walls, changing filters, cleaning of air returns, etc.)
- Snow shoveling/salting of sidewalks
- Reports maintenance problems and concerns to the director
- Monitors customer usage of the library facilities and takes a proactive approach in preventing disruptive or unsafe behaviors or conditions
- Maintains inventory of cleaning and janitorial equipment
- Assists in event setup and teardown
- Provides new customers with information about the library; promotes library information, services, and programs
- Demonstrates a positive attitude and supports library goals and objectives
- Answers questions about library events and locations, or refers to appropriate person
- Prepares for, participates in, and attends library meetings
- Performs other duties as assigned

The normal work schedule requires some evening and weekend hours.

QUALIFICATIONS

Knowledge / Skills / Abilities / Personal Characteristics

- Initiative, enthusiasm, and energy to perform job functions with a minimum of direction.
- A clear understanding of the public service mission of the library and a forward-thinking vision regarding the library's dynamic role in the Community
- Demonstrated interpersonal skills, including the ability to communicate and work effectively with others, including all types and ages of people
- Flexibility and ability to handle changing priorities; ability to shift smoothly to different tasks.
- Desire to seek out challenges and new opportunities and develop creative solutions
- Ability to quickly clean and sanitize library
- Knowledge of basic maintenance tasks in a commercial environment
- Knowledge of commercial janitorial cleaning methods
- Knowledge of infection control and modern cleaning methods
- Effectively read and understand labeling, signage, and instructions
- Ability to comprehend and follow instructions
- Time management: set priorities in order to complete the job

Education, Training and/or Experience

- High school diploma or equivalent
- Some previous commercial janitorial/maintenance experience preferred

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively on the telephone and in person and to hear sounds within the normal range of conversation
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate and prepare a variety of written documents
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate tools, standard office equipment, and a personal computer
- Sitting, standing, walking, climbing, and stooping
- Bending/twisting and reaching
- Lifting and carrying: 80 pounds or less and occasionally 100 pounds with help
- Pushing and pulling: objects weighing 100 pounds on wheels
- Heights: Ability to climb on tall ladders to reach light fixtures, vents, etc.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Andover Public Library.

Maintenance Duty Schedule

1. Duties to be performed **before the library opens**
 - Check heating and air conditioning systems and other building equipment for proper operation
 - Clear walkways and entrances of obstructions and debris
 - Check lights, replace bulbs as needed
 - Empty wastebaskets / remove garbage
 - Clean restrooms and replenish supplies
 - Vacuum and spot clean as necessary
 - Sweep uncarpeted floors and wet mop as needed (during winter months-wet mop daily)
 - Dust furniture and shelves
2. Duties to be performed **daily when opening library**
 - Unlock doors
 - Retrieve mail from street-side mailbox
 - Empty book drop
 - Clean meeting room
 - Wash entrance glass
 - Spot clean for fingerprints on glass surfaces (i.e., display cases, aquarium, etc.)
3. Duties to be performed **weekly**
 - Clean garbage bin area after garbage pick-up
 - Clean and Polish all furniture
 - Wash and polish floors
4. Duties to be performed **as needed**
 - Paint
 - Clean window blinds
 - Remove cobwebs
 - Maintain storage areas and cleaning equipment, materials and supplies in a safe and orderly manner to ensure the safety of the staff and public
 - Inventory, order and purchase maintenance supplies
 - Make any necessary repairs
 - Set up meeting rooms as requested including tables, chairs and other equipment
 - Treat for insects
 - Additional duties as requested
5. Duties to be performed at least **twice per year**
 - Wash Windows
 - Clean and dust lights
 - Wash walls in restrooms
 - Clean all air vents
 - Test emergency lights
 - Change furnace filters