



CUSTODIAN

This job description contains the facts necessary to evaluate and distinguish it from other jobs. It is not intended to be a detailed description of every duty and responsibility.

SUPERVISOR: Head Custodian

LEVEL: 8

LOCATION: KHCPL Main

JOB FUNCTION: To clean and maintain the library's buildings and premises.

ESSENTIAL JOB DUTIES:

1. FLOOR CARE

- A. Dry mop, wet mop, buff, strip, refinish and maintain hard floors
- B. Vacuum carpeted areas as scheduled or as needed
- C. Maintain carpets as needed for spot removal and extraction

2. RESTROOMS

- A. Clean and sanitize and stock all restrooms daily
- B. Do maintenance checks every hour
- C. Deep clean restrooms monthly

3. GENERAL CLEANING

- A. Clean and sanitize staff break rooms daily
- B. Clean, dust and sanitize public areas and private offices as scheduled
- C. Clean windows on doors daily, inside glass as needed and outside glass at least 3 times per year.
- D. Clean up human spills using Universal Precautions
- E. Maintain and clean snack area routinely throughout the day
- F. Empty all trash daily
- G. Collect Recycle as needed

4. VENDING MACHINE DUTIES

- A. Order vending supplies
- B. Maintain statistics on supplies
- C. Maintain, stock, and clean machines

5. OTHER CUSTODIAL DUTIES

- A. Open and close library
- B. Clean and prepare meeting rooms
- C. Maintain interior & exterior lighting
- D. Deliver freight and UPS items to appropriate departments
- E. Plant maintenance
- F. Maintain outside parking lots & other outside areas
- G. Check the Mechanical Room daily and advise Head of Facilities and Head Custodian of any issues.
- H. Backup other library system custodial staff as needed
- I. Courier
- J. Other duties and projects as assigned

6. ENFORCE LIBRARY BEHAVIOR GUIDELINES

7. MAINTAIN GOOD EMPLOYEE RELATIONS

NON-ESSENTIAL JOB DUTIES:

1. FIRST AID AND CPR

EXPERIENCE: Minimum of 1 year relevant experience required.

EDUCATION: High school diploma or equivalent

COMPUTER SKILLS: Should be computer literate, Microsoft Outlook, telephone system

EQUIPMENT SKILLS: Desktop Microcomputer, Vacuum Sweeper, Buffer, Floor machine, Carpet Extraction Equipment Lawnmower, Trimmers, Edger, Vertical lift, working knowledge of HVAC equipment, working knowledge of elevator system, ability to do light repairs

PERSONAL SKILLS AND CHARACTERISTICS: Friendly, helpful, good judgment, motivated, flexible, cooperative, resourceful.

ADDITIONAL: Holds and maintains a valid driver's license with no serious violations.

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