



## CUSTODIAN

Department: Custodial

Reports to: Head Custodian

Level: 8

Chain of Command: No

FLSA Status: Non-Exempt

### Position Summary

All staff work together to create opportunities for our community to become its best. As a member of the library team, I am essential in providing excellent experiences by being proactive and helpful. Being hospitable and positive, I assist in the use of library resources by putting Custodial procedures into action.

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### Essential Functions

#### Expertise

- I create an inviting library by cleaning, sanitizing, and dusting all areas of the buildings, both private and public.
- I help keep things looking nice by cleaning windows and other areas regularly, and by cleaning up spills and maintaining café areas regularly and as needed.
- I routinely empty trash and sort and collect recyclable materials.
- I pay particular attention to spotless restrooms by cleaning, sanitizing, and stocking each day, as well as regular maintenance and deep cleaning.
- I keep floors clean by vacuuming regularly, and spot cleaning as necessary. I help clean carpets as well as hard floors through multiple means (including vacuuming, moping, buffing, and refinishing).
- I maintain, order, stock, and clean the various vending machines, keeping within procedures.
- I help patrons and staff by safely opening and closing the library.
- I support library activities by setting up and tearing down rooms for public and staff use and cleaning them as needed between meetings and events.
- I assist with the buildings by changing interior and exterior lighting, taking care of interior plants and exterior landscaping, and maintaining and cleaning parking lots and other outside areas.
- I routinely check mechanical rooms to ensure comfort and stability and advise the Head Custodian and/or Head of IT and Facilities when there is a problem or a concern.
- I am trained to run the Courier Service when needed.
- I create opportunities for our community and visitors to become their best by demonstrating exceptional experiences in the library.

### Nonessential Functions

- I frequently communicate with my supervisor and other staff to give input and ideas on how to make the library a better place for our community continually.
- I recognize that we work as a team and help coworkers in my department and other departments as I can.

### Knowledge and Skills

- Basic computer literacy skills, including knowledge of Microsoft Outlook.
- Skilled with custodial equipment, such as but not limited to vacuum sweepers, buffers, floor machines, carpet extractors, lawn care equipment, and vertical lifts.
- Basic familiarity with HVAC systems and elevator systems.

### Education/Experience and any pertinent Certifications

- High school diploma or equivalent.
- 1 year or more relevant experience.
- Must have a valid Indiana driver's license, or the ability to attain one.
- CPR and First Aid certified.

### Working Conditions

Unless reasonable accommodation can be made, while performing this job the staff member shall:

- Use strength to lift items needed to perform the job's functions, usually no less than 25 lbs. and no more than 50 lbs.
- Sit, stand, and walk for required periods.
- Utilize standard vision requirements; vocal communication is required for expressing or exchanging ideas using the spoken word; hearing is required to perceive information at normal, spoken word levels.
- Communicate effectively in English, using proper grammar and vocabulary.
- Use hands, arms, and fingers to handle objects and operate tools, computers, and/or controls.
- Work in normal library working conditions and unpredictable outside climates; moderate to severe exposure to office and maintenance chemicals.
- Encounter normal fluctuations in interior conditions, such as noise and temperatures, as well as working outside during extreme weather events.

### Core Abilities

- I am a vital component in an engaged and thriving community.
- I am understanding and compassionate.
- I am cooperative, a collaborator, a problem solver, and a continuous learner.
- I am approachable and understanding so I can assist others in accessing materials or services.
- I remain customer-focused when aiding anyone, answering directional or general library questions, or in any other job duty.
- I effectively communicate, verbally and in writing, with patrons and staff, providing clear and helpful information in a friendly and approachable manner.
- I understand technologies that are necessary to fulfill my job duties to give quick and effortless help to our patrons.
- I help resolve issues and help ensure that all have good experiences in the library.

- I am an advocate for books and reading, taking the time to talk to patrons when assisting them.
- I represent KHCPL by being honest, ethical, sympathetic, responsible, and staying calm under pressure.
- I keep the library a welcoming place by knowing patron-facing policies such as the Patron Code of Conduct, Crisis Handbook, Circulation, and others.
- I will work with and cooperate with all staff in all departments to keep a friendly and inviting library.
- I stay informed of library news and events by regularly reading and responding to emails, memos, and other library-related documents.
- I remain flexible and accept new or temporary job duties as the need arises and the library evolves.

*This job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, assignments, or working conditions associated with this job.*

Kokomo-Howard County Public Library provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. We encourage applications from members of underrepresented minority groups.