



## CUSTODIAN

Department: Custodial

Reports to: Head Custodian

Chain of Command: No

Certifications: First Aid and CPR

Level: 8

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 carpeted 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 clean 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 assure building comfort and stability, and advise the Head Custodian and/or Head of Circulation 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.

#### Customer Service

- I am approachable and understanding so that I can assist patrons in accessing materials by creating a clean and safe environment.
- I remain customer focused when offering assistance to patrons or when answering directional or general library questions.
- I communicate well when answering the phone in order to assist patrons and staff.
- I understand technologies such as the copier and the fax machine.
- I help resolve issues with patrons and help assure they have good experiences in the library.
- I am an advocate for books and reading, taking the time to talk to patrons when assisting them.

#### Professionalism

- I am a vital component in an engaged and thriving community.
- I represent KHCPL by being ethical, sympathetic, and responsible.
- I communicate well, in person and by email or phone.
- I keep the library a welcoming place by knowing and reminding patrons of the Patron Code of Conduct.
- 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 email, memos, and other library related documents.
- I remain flexible and accept new or temporary job duties as the need arises and the library evolves.

#### Nonessential Functions

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

#### CORE ABILITIES CRITICAL TO ALL STAFF

- I am customer focused.
- I am cooperative and a collaborator.
- I am understanding and compassionate.
- I am a self-starter and have a strong work ethic.
- I am flexible and open to change.
- I am an effective communicator.
- I am a problem solver.
- I am responsible and honest.
- I am ethical, use good judgment, and stay calm under pressure.
- I am a continuous learner.
- I am approachable.

#### Knowledge and Skills

- Basic computer literacy skills, including knowledge of Microsoft Outlook.

- Skilled with custodial equipment, such as but not limited to: vacuum sweepers, buffer, floor machines, carpet extractor, lawn care equipment, and vertical lift.
- Basic familiarity with HVAC systems and elevator systems.

#### Educations/Experience and any pertinent Certifications

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

#### Working Conditions

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

- Use strength to lift items needed to perform the functions of the job, usually no less than 25 lbs. and no more than 50 lbs.
- Sit, stand and walk for required periods of time.
- Utilize standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of 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, computer, and/or controls.
- Work in normal library working conditions and in 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.

*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.