

Trails Regional Library

Warrensburg Custodian I

Job Description

SUMMARY

Branch janitorial staff are essential for keeping the facilities clean for the public and staff, including Administrative Offices. They will work around the open hours of the branch and Administrative Offices. The janitorial staff will be responsible to the Branch Manager.

HOURS OF WORK

Depending on the size of the branch, janitorial staff will work approximately 19 hours per week. Custodial staff must overlap at least an hour per day with their supervisor.

REQUIREMENTS

Education and Experience

High School diploma or equivalent preferred. A minimum of one-year janitorial/custodial experience required.

Essential Duties

In addition to other duties as assigned, the janitorial staff has these specific responsibilities:

Bathrooms

1. Daily mopping of floor
2. Daily checking and replacing of paper goods and soap
3. Daily cleaning of toilets
4. Daily wiping of mirrors/walls at high traffic areas
5. Weekly or as needed cleaning of stalls and walls

Carpets including rugs

1. Daily vacuuming of high traffic areas
2. Weekly or as needed vacuuming of all areas
3. As needed spot cleaning

Flooring

1. Daily dry mopping or sweeping
2. Weekly wet mopping
3. Twice yearly strip and wax vinyl flooring

Dusting

1. Daily dust the circulation area
2. Weekly dust the furniture
3. On a monthly rotation: dust shelving, computer area, ceiling area
2. Work at varying paces to respond to the needs of the library.
3. Notify the supervisor regarding building maintenance issues.
4. Attend work regularly as scheduled and perform tasks as assigned.
5. Work alone in the branch.

6. All other duties as assigned.

Skills or Knowledge Required

1. Good language, spelling, and writing skills in English.
2. Well organized and able to effectively prioritize.
3. Work without direct supervision.

Physical Requirements

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential physical requirements of this position.

1. Maneuver and operate cleaning equipment that could weigh up to 40 pounds.
2. Set up and take down tables, weighing up to 30 pounds, and maneuver chairs for programs or meetings.
3. Spend up to 4 hours without sitting
4. Ability to get down on the floor to clean floors, bottom shelves, equipment, etc.
5. Tolerate dust and mold encountered by working with books and other library materials or in library buildings.
6. Communicate with supervisor in person and on the telephone in English.
7. Vision, which permits the employee to review a wide variety of labels, written reports and related materials in both electronic and printed form.

COMPENSATION AND BENEFITS

1. **Salary Track:** B
2. **Benefits:** Personal time: 16 hours each year awarded on July 1st of each year.

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