

Trails Regional Library Custodian II Job Description

SUMMARY

The Custodian II position is essential for keeping three (3) facilities, Warrensburg, Holden and Knob Noster, clean for the public. They are also responsible for monitoring, ordering and dispensing cleaning supplies to all eight (8) library branches.

HOURS OF WORK

This is a 40-hour per week, non-exempt position. Most of the hours will be worked around the open hours of the three branches. Some hours per day will be overlapped with the Support Services Manager.

REQUIREMENTS

Education and Experience

High School diploma or equivalent preferred. A minimum of one-year cleaning experience and clerical experience required. A valid Missouri driver's license is required.

Essential Duties

In addition to other duties as assigned, the Custodian II has these specific responsibilities:

Bathrooms

1. Daily mopping of floors
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 or as needed wet mopping.

Dusting

1. Daily dust the circulation area
2. Weekly or as needed dust the furniture
3. On a monthly rotation: dust shelving, computer area, ceiling area

Supplies

1. Organize and monitor the usage of all cleaning supplies
2. Check supply email account several times per week to send out requested supplies to the branches.
3. Send out requested supplies via the Trails courier system

4. Work with the Office Manager when additional supplies are needed to be ordered
5. Receive the orders, check packing slips and work with the Support Services Manager with the invoices.

Other:

1. Work at varying paces to respond to the needs of the library.
2. Notify the supervisor regarding building maintenance issues.
3. Attend work regularly as scheduled and perform tasks as assigned.
4. Work alone in the branch.
5. Occasionally work with the Support Services staff as a team.

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 during and after operating hours.

Physical Requirements

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential physical requirements of the 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. Communicate with supervisor in person and on the telephone in English.
6. Tolerate dust and mold encountered by working with books and other library materials or in library buildings.
7. Vision, which permits the employee to review labels, written reports and related materials in both electronic and printed form.

COMPENSATION AND BENEFITS

1. **Salary Track:** C
2. **Supervisor:** Support Services Manager
3. **Benefits:** This position will receive the following paid benefits as detailed in the library's Personnel Policies: holidays, paid time off, insurance (health, life, short and long term disability), and retirement. The library offers optional dependent health insurance, vision, dental, life insurance and AFLAC plans at the employee's cost.