

New Carlisle - Olive Township Public Library Job Description – Custodial Specialist

SUPERVISOR

Library Director, Assistant Director

HOURS OF WORK

Part-time 20-25 hours per week

COMPENSATION

\$13 per hour

PRIMARY FUNCTION

Under general supervision, performs custodial duties including, but not limited to dusting, mopping, finishing and buffing floors, vacuuming and shampooing carpets, cleaning and restocking restrooms. Responsible for cleaning of the library building and grounds.

SPECIFIC DUTIES

- Dusts and mops floors.
- Vacuums carpets.
- Cleans restrooms and restocks paper and soap supplies.
- Performs routine maintenance to custodial equipment and orders supplies.
- Empties trash receptacles and bags trash for proper disposal.
- Locks doors after cleaning areas.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- May assist with weeding of the library grounds.
- May assist in set up and break down meeting room furniture and equipment.

QUALIFICATIONS

- High school diploma or GED
- Valid Indiana Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to understand and follow safety procedures.
- Ability to read, understand, follow, and enforce safety procedures.
- Ability to understand verbal instructions.
- Ability to use hand and power tools applicable to trade.
- Ability to operate vacuums and other related equipment.
- Ability to lift and manipulate heavy objects.
- Ability to safely use cleaning equipment and supplies.
- Ability to understand written and verbal communications.
- Ability to work independently and as a team member with other library staff

DISTINGUISHING CHARACTERISTICS:

Position requires: Using power equipment to buff and restore floors and shampoo carpets; b) dusting, mopping, vacuuming, emptying trash and cleaning restrooms

WORKING CONDITIONS AND PHYSICAL EFFORT:

Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Applicants must have the ability to walk, stand, sit, bend, stoop, push, pull, reach, grasp, feel, maintain mobility and balance, work on a ladder, demonstrate good eye-hand coordination, lift up to 40 pounds, see near, far and color, speak, hear, drive vehicles and operate power machinery. Physical work is a primary part (more than 70%) of job.