



## CUSTODIAN

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under general supervision, to be responsible for the care and cleaning of the library building.

### **ESSENTIAL DUTIES:** *(Include, but are not limited to the following)*

Sweeps, mops, waxes and polishes floors; vacuums carpet; dusts and polishes woodwork, fixtures, and equipment; washes windows, walls and lavatories; replaces light bulbs, switches and fixtures; moves chairs, tables and other furniture and equipment as needed to clean, dust, polish, wash and vacuum. Does preventative maintenance and minor repairs; repairs plumbing and maintains restroom facilities in good working condition including toilets, sinks, faucets and drinking fountains; repairs chairs, shelving, desks and tables; drives truck to deliver and pickup materials; sets up tables and chairs for meetings, classes, etc.

The Library employee also does custodial work and performs the following additional duties for library buildings; empties waste baskets and recycle paper; sweeps, power waxes, vacuums, mops, dusts, scours and disinfects restrooms and 48,000 square feet of additional library space; orders and monitors building and cleaning supplies; removes graffiti; removes and disposes of used books; keeps grounds neat and clean.

### **OTHER DUTIES:**

Performs minor maintenance such as repair of window latches and door hinges; orders supplies and materials; maintains equipment and arrange for repair and maintains building security.

### **KNOWLEDGE/ABILITIES/SKILLS**

*(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

**Knowledge of:** Cleaning methods and use and care of cleaning materials and equipment; General knowledge of required O.S.H.A. standards for scheduled cleaning and disinfecting of areas within the building, includes knowledge of cleaning solutions and other chemicals commonly used for disinfecting building work stations and other areas.

**Skills:** Ability to use cleaning and polishing equipment as vacuums and polishers; and materials with speed, safety and efficiency

**Ability to:** Use cleaning materials and equipment with safety and efficiency; understand and carry out oral and written directions.

### **QUALIFICATIONS** *(The following are minimal qualifications necessary for entry into the classification)*

**Education and Experience:** Sufficient education and experience to perform the above job duties, typically obtained through at least six month's experience in janitorial and custodial work. For the library, experience in using janitorial equipment, tools and chemicals are also required.

**License:** Possession of a Class C drivers' license issued by the Department of Motor Vehicles.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS**

Ability to perform heavy physical labor including lifting materials weighing up to 40-50 pounds, kneeling to clean; crouching, stooping and squatting to clean and move equipment and materials. Understand and carry out oral and written instructions; work on own initiative without close supervision completing tasks in a timely manner; maintain cooperative working relationships with those contacted in the course of work. Maintain cooperative working relationships with those contacted in the course of work; willingness to occasionally alter working hours during holidays, emergencies, etc. to keep the building in a clean and safe condition.

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