

Labor Grade 5                      **Custodian**  
Position begins at \$12.50 per hour

**Description:**

The Custodian is responsible for cleaning the library, maintaining custodial supplies, and making minor plumbing, electrical and other maintenance repairs.

**Department:**                      Maintenance

**Reports to:**                        Director

**Positions Supervised:**        None

**Minimum Qualifications:**

- High school diploma or GED required.
- Experience with building and cleaning practices.

**Requirements:**

- Knowledge of building cleaning and maintenance practices, supplies and equipment, and ability to use them economically and efficiently.
- Ability to communicate effectively, both in written and verbal format.
- Must be able to lift at least 50 pounds.
- Able to work a flexible schedule, including evenings and weekends.
- Able to work independently.

**Responsibilities:**

- Keeps interior of building clean and in orderly condition, including but not limited to: dusting; cleaning glass; washing woodwork, countertops, walls, and windows; vacuuming.
- Empties trash and garbage containers.
- Maintains equipment with minor plumbing, electrical and furniture repairs.
- Does small painting and carpentry jobs as needed.
- Changes light bulbs, ballasts, and emergency light batteries.
- Sets up rooms for library meetings and events.
- Keeps staff and patron areas stocked with paper towels, soap, etc.
- Keeps inventory of cleaning and building maintenance supplies.
- Maintains neat, organized workspace.
- Polices grounds daily, including parking lot, removing any trash or debris.
- Completes monthly Safety Inspection Report.
- Follows Custodial/Maintenance Schedule.
- Reports in regularly with the Director.
- Performs other duties as required.