

## **Tiverton Public Library Custodian Position Description**

### **General Statement of Responsibility:**

Performs general cleaning and minor maintenance duties in maintaining library building, adjacent walks and grounds, and equipment in clean, orderly and functional condition. Provides assistance to staff as necessary.

### **General Duties:**

- Clean and care for building in order to ensure they are maintained in a safe and healthy manner
- Clean offices, meeting rooms and all public areas
- Wash all non-carpet floor areas
- Vacuum all carpeted areas
- Steam-clean or shampoo carpets as needed
- Dust all furniture, stacks and counter tops
- Wash and disinfect all restroom floors, toilets, toilet seats, hand dryers, changing station and fixtures
- Clean all mirrors
- Spot clean walls and toilet partitions
- Replenish toilet tissue and soap as needed
- Empty all waste and recycling containers and place in outside enclosure
- Keep trash enclosure neat
- Clean entrance including glass, doors, hardware and floors
- Clean, wash and disinfect drinking fountains
- Wash walls, woodwork, doors, sills, hardware and glass
- Clean kitchen sinks and counters
- Report damages and acts of vandalism
- Performs touch up painting
- Ensure cleaning materials and supplies are stored in a safe and orderly manner
- Maintain an adequate supply of cleaning materials and supplies
- Restock materials and supplies
- Make note of need for equipment repairs
- Set up and take down chairs, tables and equipment in meeting rooms, if needed
- Clears snow from entrances and walkways, if needed after town DPW finishes
- Follows all applicable safety rules and procedures
- Opens and closes library building according to security procedures
- Performs errands out of building to procure supplies
- Assists staff in moving and lifting library materials, if requested
- Prepares and keeps maintenance record
- Uses hand tools and power tools in making minor maintenance repairs and maintaining grounds and walks
- Provides assistance to officials, staff, visitors, and other employees as necessary
- Checks building at beginning and end of shift
- Regularly inspects building, facilities, and equipment
- Reports problems to the Library Director
- Assist with cleaning and maintenance tasks at the Union Library branch if requested

- Perform other related duties as required

**Supervised By:**

Under the Library Director and Library Department Heads (for specific tasks)

**Qualifications:**

- General understanding of service standards and procedures within a public building.
- Good customer service orientation along with the ability to relate well to staff and public.
- Good written and verbal communication skills.
- Ability to write and answer email, create documents, and navigate Internet websites.
- Ability to execute good judgment, while following procedures, in support of the library policies.
- Ability to follow instructions and respond to management direction.
- Maintain a safe environment for public and staff.
- Flexibility to adjust work schedules as needed.
- Adhere to safety procedures and respond to building emergencies as needed.
- Ability to drive to procure maintenance supplies at local supply/hardware shops.

**Education and/or Other Requirements:**

- High School Diploma or equivalent.
- Minimum of 2 years of custodial work experience preferred.
- Valid driver's license and transportation required.

**Physical Requirements:**

- Required to see, stand, walk, sit, bend, stoop, kneel, crouch, talk and hear regularly to successfully perform all duties.
- Physical dexterity to reach, push, lift and carry heavy containers (up to 75 pounds) during a work shift.
- Physical dexterity to move furniture, change light bulbs, utilize manual tools, power tools, and custodial equipment, climb ladders and stairs, carry trash and shovel snow in various weather conditions.
- Tolerate exposure to non-toxic fumes, airborne particles, outdoor allergens and cleaning chemicals.
- Tolerate exposure to differing temperatures internally and externally.
- Ability to read, write and communicate fluently in English.