



## **JOB DESCRIPTION**

**Job Title:** Custodian

**Pay Grade:** 2

**Classification & FLSA Status:** Service – Non-Exempt SOC 37-2011.00

**Summary:** Cleans and maintains library facilities. Works at creating the best possible appearance for the library to present to the public.

**Supervised by:** Branch Manager, Comptroller & Facilities Manager, System Custodian

**Supervises:** None

### **ESSENTIAL FUNCTIONS:**

- Receives oral or written orders from library management staff.
- Cleans rooms, hallways, restrooms, and offices.
- Uses brooms, mops, and floor equipment to sweep, mop, strip, and wax floors.
- Uses vacuum cleaners to clean rugs, carpets, upholstered furniture, and blinds.
- Dusts furniture and equipment.
- Washes walls, ceilings, woodwork, windows, doors and sills.
- Makes minor painting, carpentry, electrical, mechanical and plumbing repairs.
- Empties wastebaskets.
- Replenishes restroom supplies.
- Replaces light bulbs and HVAC filters.
- Sets up and tears down chairs, tables and equipment in meeting rooms, and function rooms.
- Clears snow from entrances and walkways not covered by snow removal contract.
- Follows all applicable safety rules and procedures.
- Reports work tasks accomplished orally or in written form to supervisor.

### **OTHER JOB FUNCTIONS:**

- Opens and closes library building according to security procedures, when necessary.
- Works with outside contractors and handymen to complete facility projects.
- Suggests needed areas of building maintenance as observed.
- Provides assistance to officials, staff, visitors, and other employees as necessary.
- Checks building at beginning and end of shifts.
- Successful completion of competency training and annual competency testing.
- Other duties as assigned.

### **QUALIFICATIONS:**

**KNOWLEDGE, SKILLS, AND ABILITIES:** A good knowledge of commonly accepted custodial practices and basic maintenance skills. Must possess the ability to exercise initiative and independent judgment, must be able to work without close supervision and understand and follow simple oral and written directions. An ability to get along well with others; a valid Missouri driver's

license. The ability to work early in the morning and occasionally on weekends will be required. A background check of the applicant's driving record will be required and will need to be updated periodically.

**EXPERIENCE AND TRAINING:** High school diploma or equivalent. At least one year of experience in janitorial or custodial work; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**DESIRABLE QUALIFICATIONS:** Associate's degree or higher in any area. Experience in maintaining facilities which receive heavy public use.

**PHYSICAL REQUIREMENTS:**

**WORK ENVIRONMENT:** The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

The work environment involves everyday risks or discomforts requiring normal precautions typical of such places as offices, meeting and training rooms, libraries, and commercial vehicles, i.e., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. The noise level in the work environment is moderately quiet.

Positions in this class typically require standing, walking, fingering, grasping, talking, hearing, and seeing. The work requires some physical exertion such as long periods of standing; recurring bending, crouching, crawling, kneeling, stooping, stretching, reaching, or similar activities such as climbing up and down a ladder; recurring lifting, moving, and/or distributing loads of moderately heavy items such as boxes up to 50 pounds; pushing carts (on wheels) of up to 250 pounds; and repetitive use of the wrist, forearm, and hands. Must be able to push and pull to operate equipment such as vacuum cleaners, brooms, and mops. Job requires person to handle various tools and be exposed to commercial and industrial cleaning materials and solutions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Employee is asked to sign a copy of his/her job description to acknowledge receiving a copy and being given an opportunity to review and clarify job duties.

Signature of Employee \_\_\_\_\_

Date \_\_\_\_\_

Last updated: June 24, 2014