**Job Title: Library Custodian  
Department: Library  
Reports to: Library Director**

**JOB PURPOSE:** The Janitor/Custodian is responsible for the maintenance and care of the Library’s physical facilities, ensuring a positive experience for customers and staff in all spaces. The custodian supports the overall mission of the Library by ensuring the Library building is in operating order and meets the highest standards of cleanliness.

**Essential Job Duties:**

1. Perform custodial tasks throughout the building and grounds by regularly monitoring and maintaining the Library’s building structure, systems, and grounds.
2. Set up, take down, and clean meeting rooms for meetings and following events.
3. Promptly respond to urgent cleaning tasks and ticket requests.
4. Assist with and/or perform opening and closing cleaning procedures of the building.
5. Complete custodial and maintenance projects as assigned.
6. Perform other duties as assigned.

**Qualifications: To be considered for this position, candidates must meet the following qualifications:**

* General understanding of service standards and procedures within a public building.
* General written and verbal communication skills.

**Competencies: After a training period, an employee in position will be expected to:**

* Execute good judgment, while following procedures, in support of Library policies.
* Have a working knowledge of various Library communications systems.
* Maintain a clean and safe environment for public and staff.
* Adhere to safety procedures and respond to building emergencies as needed.

**Education and/or Other Requirements:**

* High School Diploma or equivalent.
* Custodial work experience preferred.

**Physical Requirements:**

* Able to see, stand, walk, sit, bend, stoop, kneel, crouch, talk and hear regularly to successfully perform all duties.
* Able to reach, lift and carry heavy containers (up to 75 pounds) during a work shift.
* Able to push and pull up to 150 pounds.
* Able 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.
* Able to tolerate exposure to nontoxic fumes, airborne particles, outdoor allergens and cleaning chemicals.
* Able to read, write, and communicate in English.