

Wilson Memorial Library	Board of Trustees
	Approved: 03/14/2005
Job Description—Library Custodian	Updated: 2011; 10/27/2014; 01/26/2015

Job Description—Library Custodian

I) Educational experience and requirements

A) A high school diploma is preferred but not required.

II) Salary range

A) The salary range for this position is \$7.25 to \$10.00 per hour.

III) Hours:

A) The custodian should work an average of five hours per week (except when doing special duties; then hours may be more.)

IV) Supplies and equipment:

A) All necessary supplies will be purchased by the library.

B) All necessary equipment will be provided by the library.

C) The custodian is responsible for letting the library director know when supplies are running low and/or when supplies or equipment are needed.

V) Regular duties

A) Duties to be done every day that the custodian works include the following:

- 1) Empty all trash cans (including restroom trash cans) into the big trash barrel in the maintenance closet.
- 2) Check the public restroom (clean up messes; check/refill towels, toilet paper, and soap; empty trash)

B) Duties to be done on a twice weekly basis include the following:

- 1) Clean the public restroom (clean toilet, sink & mirror; sweep/mop the floor.)
- 2) Clean the windows & window ledges in the glass entry, and clean the glass foyer doors.

C) Duties to be done once a week include the following:

- 1) Vacuum upstairs and on the main floor.
- 2) Sweep/mop the floors in the foyer, public restroom and stairs.
- 3) Clean water fountain.
- 4) Clean the downstairs restroom (clean toilet, sink & mirror; check/refill towels, toilet paper, and soap; empty trash; sweep/mop the floor, as needed.)
- 5) For trash pickup (usually on Saturday), take the week's trash from the maintenance closet and put it on the curb for pickup.
- 6) For trash pickup (usually on Saturday), take the week's recycling from behind the librarian's desk and put it in the outdoor recycling tubs (on wheels.) Put wheeled recycling tubs on the curb.

D) Duties to be done once a month include the following:

- 1) Dust tables, chairs, window sills and radiator tops.
- 2) Clean handrails, as needed.
- 3) Wipe down all cobwebs in foyer, public restroom, upstairs, main floor, basement meeting room and lower hallway, as needed.

E) Duties to be done as needed include the following:

- 1) Sweep/mop the stairs as needed, with special attention in winter.
- 2) Sweep/mop the foyer as needed, with special attention in winter.
- 3) Vacuum/spot clean the carpet as needed, with special attention in winter and spring (mud.)
- 4) Vacuum the meeting room, as needed.

VI) Special duties

A) Twice yearly special cleaning will be done by the custodian. This work will not be paid hourly, but a set amount will be paid for the entire job. (For example, \$50 for cleaning the carpets.) This special work will be scheduled by arrangement with the library director.

- 1) Twice yearly the custodian will clean the carpets, including cleaning any clear plastic mats under the office chairs. Cleaning the carpets should be done over the long weekends of Memorial Day and Labor Day.
- 2) Twice yearly the custodian will clean the upstairs windows inside and the downstairs windows inside & outside.

VII) Duties to be done at the request of the library director

A) The following duties will be done by the library staff, unless the library director asks the custodian to do them:

- 1) Water the library plants.
- 2) Clean the kitchen sink.
- 3) Launder the kitchen hand towels.
- 4) Dust the shelves, desks, countertops and windowsills in the staff desk area.
- 5) Dust the bookshelves and public computer desks.
- 6) Dust picture frames, clocks and other wall hangings.