



Lincoln Township Public Library

Job Description

Job Title: Custodian
Reports to: Director
Pay Range: \$12.48 - \$17.00 per hour (based on experience)
Status: Non-exempt; part-time - **Temporary**
This position is part of the bargaining unit.

Job Summary

Under direction of the Administrative Assistant, the Custodian performs janitorial and light facility maintenance to present a clean, sanitary, and attractive appearance for the Lincoln Township Public Library.

Duties & Responsibilities

1. Sweeps, vacuums, mops, and scrubs floors. Pre-treats and cleans carpet and upholstery stains.
2. Cleans and stocks restrooms. Dusts and cleans offices, break rooms, meeting rooms, and common areas. Washes windows and walls. Collects trash and fills garbage carts for pick-up.
3. Replaces light bulbs and damaged ceiling tiles. Performs other light maintenance tasks.
4. Moves book boxes, offices equipment, and furniture. Hangs banners, bulletin boards, pictures, etc. Assembles furniture and shelving as needed. Sets up tables and chairs in meeting rooms.
5. Mixes and uses various cleaning agents according to specifications while using provided personal protective equipment such as gloves and goggles.
6. Shovels and salts walkways and entrances. Performs other incidental seasonal tasks.
7. Submits lists for reordering cleaning and maintenance supplies and restroom paper goods. Maintains cleaning equipment such as vacuum cleaners and floor scrubbers.
8. Notifies supervisor when equipment or building is in need of repairs and of conditions that may require outside vendor or trade services.
9. Follows policies and procedures; may suggest changes and request training when necessary.
10. Maintain a clean and tidy work area.
11. Performs other duties as assigned by supervisor or director.

Education, Experience and Training

Applicant possesses a high school diploma or GED.

Two to four years of custodial or maintenance experience preferred.

Job Requirements

Effective verbal and written communication skills. Must be able to read, write and understand the English language.

Attention to detail; ability to perform repetitive tasks quickly and accurately.

Physical ability to lift objects up to 40 lbs. Considerable moving of equipment and materials required. Ability to stand; walk; handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl.

Visual acuity for daily tasks.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Working Conditions

1. Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust or noise.
2. Must work outside to remove trash, hang a flag, wash windows, sweep, shovel and salt entrances, water flowers, pick up small branches, etc.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties. Other duties may be assigned.

Reasonable accommodations may be made for qualified candidates with a substantial impairment who are capable of performing the essential functions of the position.

