

Cardington-Lincoln Public Library

Job Title: Custodian
Department: Administration
Job Type: Part-time (6-12 hours/week) Non-exempt
Job Class: B or C
Benefits: Vacation and sick accrual; paid holidays; OPERS (Ohio Public Employee Retirement System); Ohio Deferred Compensation; AFLAC products available

POSITION OVERVIEW: The custodian is responsible for maintaining the external and internal appearance of the library. It is important for a custodian to be careful and thorough in working, cleaning and tidying the premises. A keen eye for detail and diligence are imperative. The custodian must have great physical endurance to cover a large space. The Job Class is determined by whether or not the position entails cleaning duties only or cleaning and maintenance/minor repair duties. The custodian acknowledges and accepts the Ohio Ethics Law and related statutes, respects confidentiality and maintains the integrity of the Cardington-Lincoln Public Library.

PRINCIPLE PRIORITIES:

General:

- Aspires to be careful and thorough in working, cleaning and tidying the library.
- Follows a schedule that contains varying frequencies for specific cleaning tasks.
- Keeps the Library Director informed of needed repairs.
- Exhibits physical endurance to cover an 8,000 square foot building.

SPECIFIC PRIORITIES:

Custodial Responsibilities:

- Ensuring spaces are prepared for business by taking out trash, tidying furniture and dusting surfaces.
- Sweep and mop floors and vacuum carpets, paying particular attention to edges and corners.
- Wash and sanitize toilets and sinks and restock disposables (e.g. soap, tissue).
- Wipe mirrors and windows.
- Maintain outer premises by clearing trash and cleaning entrances.
- Utilize insecticides to prevent infestation by pests.
- Perform maintenance and minor repairs.
- Secure facilities following cleanings.

- Maintain cleaning equipment to ensure a long life.
- Undertake occasional custodial tasks outside of scheduled hours (shoveling snow from the sidewalk, lifting heavy items, moving chairs etc.).

Other Assigned Duties May Include:

- May be asked to participate in library events.
- Other duties may be assigned by the Library Director.

SUPERVISION: Under general supervision of the Library Director.

REQUIREMENTS:

- Prior experience as a custodian is preferred but not required.
- Knowledge of use and maintenance of cleaning equipment.
- Knowledge of use and disposal of chemical cleaners and other hazardous materials.
- Familiarity with basic landscaping and handyman practices.
- Attention to detail and conscientiousness.
- Very good physical condition and strength.
- High school diploma preferred but not required.