

Custodian

Title: Custodian

Grade: 4

Classification: Custodian

Immediate Supervisor: Building Manager

Basic Function:

Performs a variety of basic cleaning duties for the upkeep and maintenance of library facilities.

Distinguishing Features of the Class:

This classification requires repetitive manual work requiring safe and efficient performance of simple building cleaning and maintenance duties. An employee in this class works under general supervision on routine recurring assignments, receiving specific instructions on each new or unusual assignment. Supervision is received from the Building Manager, and work is reviewed by inspection.

Characteristic Duties and Responsibilities:

Sweeps, mops, vacuums, buffs and waxes floors, cleans carpets.
Washes windows and polishes furniture.
Dusts woodwork, furniture, venetian blinds and other articles.
Sets up public meeting rooms for programs and events.
Collects and disposes of paper and rubbish.
May maintain proper heating and air-conditioning of buildings, checking filters periodically. Checks temperature of building in summer and winter and makes adjustments to thermostats.
Replaces and repairs bathroom facilities and fixtures; repairs toilets, urinals, water fountains, and other plumbing fixtures.
Replaces burned out bulbs.
Makes repairs to broken furniture and equipment.
Helps move furniture, equipment, displays and supplies within, into, or between buildings.
Opens buildings for staff in morning.
Cleans/maintains restrooms.
Receives and distributes shipments of library materials and supplies, including interlibrary deliveries
Delivers packages and messages as required.
Advises supervisor of maintenance needs.
Clears snow and ice.

Maintains indoor plants.
Assists building manager with other duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of building cleaning practices, supplies and equipment and ability to use them economically and efficiently; ability to understand and follow oral and written directions; thoroughness; dependability; tact and courtesy; ability to work in a team environment; good judgment.

Education, Training and Experience:

Requires a high school level of educational development as reflected by the ability to follow oral and written instructions, complete forms, and understand and communicate non-complex instructions. Requires valid Ohio driver's license. Due to the physical exertion required to perform the essential duties of this job, the decision to hire may be contingent on job candidate passing a pre-employment medical exam through a medical provider contracted by the library.

The intent of this summary is to characterize the typical duties and responsibilities that will-be required of individual positions assigned to this classification and should not be construed as representing the specific duties and responsibilities of any particular position. Employees may be expected to perform their related duties which are specific to their area that may not be reflected in this class summary.