

## **Bellaire Pubic Library – Job Description: Custodian and Maintenance**

**Classification Title:** Custodian

**FLSA Status:** Non-Exempt

**Employment Status:** Part-Time – 25 hours/wk (includes evenings and weekends)

**Reports to:** Library Director

### **Summary:**

Performs general cleaning and minor maintenance duties in maintaining library building, adjacent walks and grounds, and equipment in clean, orderly, and functional condition. Provides assistance to staff, visitors, and other employees as necessary.

### **Essential Job Duties and Responsibilities:**

#### **Daily**

- Pick up trash and empty trash cans
- Clean bathrooms
- Replace toilet and paper towels as needed
- Clean sinks and water fountains
- Snow removal as necessary and spread ice melt or salt
- Keep grounds manicured and sidewalks swept
- Clean tables and chairs
- Clean glass doors at both entrances
- Sweep and/or vacuum the floors
- Lock doors and turn off the lights
- Shovel snow off sidewalk and spread salt when necessary

#### **Weekly**

- Clean windowsills & desktops
- Clean out refrigerator in employee break room
- Mop inside stairways
- Pick up leaves and other debris from the grounds
- Mow the lawn and pull weeds when necessary
- Clean door handles and railing on stairways
- Use hand tools and power tools in making minor maintenance repairs, upgrades, and furniture assembly/relocation and in maintaining grounds and walks.
- Reorder and purchase janitorial and repair supplies through Fiscal Officer
- Clean outdoor stairway from the heating room to the alley

#### **Monthly**

- Dust shelf tops and exhibit cases
- Clean marble in the mezzanine area

- Clean plexiglass dividers at circ desk
- Wash tiles in restrooms
- Check to make sure drains on roof are clear of debris and sump-pumps are in order
- Check oil and gasoline for generator on the roof
- Cut ivy back during warm weather

#### **Twice a year**

- Clean the area where heating/air conditioning vents into the rooms
- Clean lighting fixtures
- Check for potential leaks on the roof

#### **Activity Room as needed**

- Check meeting room bookings daily and sets up and tears down chairs, tables and equipment in meeting rooms, and function rooms.
- Stay at the library if event goes beyond regular library hours and close following event
- Clean room and kitchen after event

#### **Required Knowledge, Skills, and Abilities:**

- Basic knowledge of building maintenance and repair methods/practices (i.e., HVAC, carpentry, plumbing, electrical, painting, safety practices, cleaning methods, and materials handling).

#### **Qualifications:**

- Must be able to lift 50 pounds.
- Must successfully pass a background check.
- Reliable transportation and maintains regular and predictable physical attendance.

#### **Working Conditions:**

- Work generally requires physical effort including standing, bending, lifting, and walking.
- Ability to perform repetitive tasks.
- Must be able to work with frequent interruptions.
- Hours include some evening and weekends. Schedules may be altered depending on the needs of the library.

The usual physical demands referred to above are typically exhibited when performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the Library and employee identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA related disability.

The above job description is not all inclusive but are the general duties expected of this position. The Director reserves the right to assign other duties as needed for the orderly operation of the library.