



Campbell County Public Library
Employment Opportunity Posting
Posted April 17, 2026

JOB OPPORTUNITY

JOB TITLE: Custodian

WORKSTATION: Fort Thomas & Newport

DUTIES: Job description attached

QUALIFICATIONS: Please see job description for other requirements

SCHEDULE: 40 Hours a week. Evening shift 9p-6a

COMPENSATION: \$16.50 per hour

CLOSING DATE: Applications will be accepted until the position is filled

TO APPLY: Apply online: <http://www.cc-pl.org/about-the-library/job-openings>



Custodian

REPORTS TO: Maintenance Specialist
JOB CLASSIFICATION: 4
STATUS: Non-Exempt
REVISED: 17 April 2026

BASIC FUNCTION:

Under the direction of the Maintenance Specialist, the Custodian is responsible for cleaning and the general maintenance of the Fort Thomas and Newport branch locations. Primary responsibilities include facility and grounds upkeep including sweeping, vacuuming, emptying trash, cleaning restroom facilities, and other related tasks. Other facility locations may be requested as needed. Duties may require independent judgment and action within specific parameters.

The library expects all employees to observe and develop our core values of: Motivation, Positive Attitude, Respect for Others, Strong Commitment to Customer Service, Sense of Humor, Integrity, Honesty, Tolerance and Flexibility.

RESPONSIBILITIES:

- Maintain a regular schedule of cleaning the branches including public and staff areas.
- Daily mopping and cleaning of all restroom facilities.
- Daily mopping and sweeping of public areas.
- Dusting and vacuuming on a regular weekly schedule.
- Cleaning of all interior and exterior windows and doors that do not require special equipment or ladders above six feet in height.
- Maintain the yard, sidewalks, and parking lots, removing all trash and reporting any problems with exterior lighting, landscaping, or other items that impact the use or positive perception of the building.
- Shovel snow from sidewalks and/or apply treatment as necessary, alerting the Branch Manager and the Maintenance Specialist of any problems with contracted snow removal/treatment services.
- Monitor cleaning supplies and order (through the Maintenance Specialist) as needed.
- Daily removal of trash and restocking of public use supplies.
- Perform general repairs as authorized, report any problems with the building or furnishings to Branch Manager and the Maintenance Specialist.
- Perform other duties as assigned.

EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

- Completion of high school or GED preferred.
- Prior custodial experience required.
- Basic computer experience with standard office productivity software, email, and internet usage.
- Valid driver’s license and satisfactory driving history preferred. Personal transportation that can be used for travel is required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals may need to sit, stand or walk for extended periods. Manual dexterity to effectively do assigned tasks required. Ability to communicate orally and in writing effectively. Reaching above shoulder heights, below the waist or lifting is required. Ability to do repetitive tasks with speed and accuracy. Employee may need to carry, push, pull, or lift up to 40 pounds. Proper lifting techniques required. Ability to work under pressure, coordinating multiple responsibilities simultaneously, and meet firm deadlines.

The job description is not a contract between the library and the employee. The Campbell County Public Library is an at will employer. The job description duties may be changed at the discretion of the library and/or the library may request the employee to perform duties that are not listed on the job description.

ACCEPTED BY:

Employee: _____ Date: _____

Supervisor: _____ Date: _____