Chillicothe & Ross County Public Library

Custodial Assistant

Supervisor: Facilities Director
Position: FLSA Non-Exempt
Pay Band: C

Position Summary

The Building Assistant is responsible for maintaining clean, organized and welcoming spaces for library users both inside and outside library facilities and parking lots.

Essential Duties & Responsibilities

- Order custodial supplies for the system and maintain organized inventories
- Schedule vendors for routine building care such as quarterly pest control and carpet cleaning.
- Clean and maintain library buildings, grounds, and vehicles as assigned.
- Maintain and repair basic custodial equipment as needed (sweepers, dispensers, etc.) and recommend replacements.
- Complete monthly elevator inspections and monthly building safety inspections
- Empty book drops.
- Mow, weed, snow and ice removal as assigned.
- Set up equipment and furnishings in program rooms.
- Serve as back-up for cargo deliveries among library locations and post office pickup and delivery in absence of Building Custodian(s)
- Report evidence of fire, illegal entry, theft, or destruction of library property, and unsafe conditions, and responds to emergencies when required.
- Maintain familiarity with safe working procedures and follows them at all times.
- Assist the Facilities Director in selecting custodial supply and service vendors and maintain vendor relationships.
- Assist the Facilities Director in training new Custodial staff.
- Make recommendations to Facilities Director to improve safety and efficiency
- Responsible for buildings and maintenance in absence of supervisor.
- Responsible for monitoring the safety and accessibility of our physical and digital spaces. Report findings to supervisor as needed.
- Actively participates in safety and security trainings and utilizes training to protect the physical library, the library's online infrastructure, staff, and patrons.
- Perform related duties as required.

Qualifications

- High school diploma or G.E.D.
- OSHA 10-Hour training certification or completion within first 30-days.
- Four years' experience in commercial custodial work.
- Knowledge of the practices, tools, equipment, and materials used in general custodial work.
- Ability to operate and maintain basic tools, equipment, and vehicles.
- Valid driver's license.

Supervisory/Management Responsibilities

Responsible for buildings during scheduled hours.

Interaction

Occasional interaction with library employees and patrons.

Works directly with vendors and external contractors.

Computer/Technology Skills/Equipment/Software Skills

Ability to check and respond to emails and other communications in a timely manner.

Ability to adjust programmable thermostats and other work-related technology.

Travel Requirements

Travel by automobile to other library branches is required.
Frequency of travel: Daily

Physical Demands

Ability to regularly lift/push/pull up to 50 pounds.

Nature of work requires an ability to effectively exchange information regarding the library's safety and maintenance needs.

Manual dexterity and physical ability to perform essential duties requiring continual standing, reaching, bending, and walking.

Work Environment

Majority of the work performed in a general office/library setting and outdoor on the library's surrounding grounds.

Primarily works night shift.

Requires availability for extended or nontraditional hours as needed to perform job duties.

Requires periodic participation and attendance at related library events and training.

Disclaimer

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.