

FACILITIES CUSTODIAN

Vacation Level: 1

Employment Status: Part-Time Non-Exempt

Work Schedule: Hours may be before or after the library's operating hours, including weekends

Job Ad Description:

The Facilities Custodian monitors and performs regular maintenance on Library buildings and grounds. The Custodian is a dynamic and self-directed person who performs a physical job that involves cleaning, climbing ladders, rearranging tables & chairs, shoveling snow, operating motorized equipment, and more. By performing the daily Facilities Duties, the Custodian ensures the library is a safe, clean, and welcoming place for patrons and staff.

Detailed Duties:

- Regularly walk the building interior and exterior to monitor building status, ask if staff need any assistance, and maintain a presence of alert helpfulness.
- Set up and rearrange tables and chairs in meeting and program rooms.
- Assist with opening / closing procedures in accordance with established security guidelines.
- Shovel snow and lay down salt on library walkways and maintain all emergency doors and entrances in the winter.
- Clean up any bodily fluid "spills" due to illness and/or accident.
- Report any building problems to Facilities Manager and/or the Library Director.
- Be able to convey any issues with HVAC to the Facilities Manager over the phone.
- Replenish basic supplies throughout the building.
- Assist the Facilities Manager with projects that may require additional hands.
- Perform cleaning duties as directed.
- Clean and restock supplies in patron and staff bathrooms when necessary.
- Clean meeting rooms and unassigned areas in the absence of an outside cleaning crew or when additional cleaning is necessary in the middle of the day.
- On a rotating basis provide detailed cleaning of carpet edges, stair railings, staff stairwells, chair rails, interior glass, in and under upholstered furniture, etc.
- Assist with light grounds-keeping not covered by the outside landscaping company.
- Greet and monitor outside contracted workers when directed to by the Facilities Manager.

Organizational Relationships:

- Reports to the Facilities Manager and may take directions from the Facilities Associate when necessary
- Works at the direction of Key staff or other managers in cases of emergency
- Fulfills requests from staff to set up rooms for programs, or that are listed in the Maintenance Alert Form and may work with those staff to complete the request

Qualifications:

- At least 18 years of age with a valid driver's license.

- Fluent in English, both oral and written.
- Able to safely and effectively use hand tools, including machines and appliances such as vacuum cleaners and snow blowers.
- Able to learn the basics of our controls in order to read and report to the Facilities Manager over the phone.
- Able to use a computer to check email, respond to maintenance alerts, and monitor building systems.
- Self-motivating; able to work with minimum supervision and follow a list of directions.
- Able to complete all tasks related to shift on a regular basis with thoroughness and attention to detail.

Physical Requirements:

- Able to perform frequent standing, bending, stooping, crouching, kneeling, laying, and twisting to perform maintenance on furnishings and equipment, sometimes in tight places.
- Manual dexterity and eye-hand coordination when moving library materials or operating automated equipment and power tools.
- Balancing: maintaining body equilibrium to prevent falling when walking, standing, or crouching on slippery, narrow, or moving surfaces.
- Reaching above shoulder and reaching into tight places to repair appliances or machinery
- Ability to climb and descend a ladder.
- Able to push/pulling shovels, rakes, brooms, and mops to clean or remove snow or leaves.
- Grasping using the entire hand and arm strength to carry & place objects.
- Infrequent heavy lifting and carrying: raising and/or moving objects over 60 pounds.
- Frequent average lifting and carrying for room setups: tables weighing 25-60 pounds.
- Pushing/pulling a cart on wheels weighing as much as 100 pounds.
- Visual requirement: able to read small print on labels as well as digital readouts and a computer screen.
- Hearing requirement: able to tolerate (with earplugs) loud noises from machinery and the HVAC system.
- Communication requirement: Fluent in English, both written and oral. Able to speak and be heard and hear the speech of co-workers in person and over the phone.