

ROLLING MEADOWS LIBRARY
Job Description

Job Title: Custodian
Department: Building Services
Reports To: Building Services Director
FLSA Status: Non Exempt
Date: 4/2026

SUMMARY

Assists Building Services Director in maintaining a clean, safe, and functional environment for library staff and patrons.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Perform general custodial duties ensuring the building is kept clean and safe
- Keep outdoor walkways and interior floors safe and clear of ice, snow, and water
- Responsible for identifying, reporting, and assisting in correcting potential safety hazards
- Responsible for meeting room set-ups and take downs
- Empties book drop
- Perform tasks as outlined in the current closing procedures checklist

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be reliable, have a keen eye for detail and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School diploma or equivalent; previous custodial experience preferred

OTHER SKILLS AND ABILITIES

- Possess the ability to take initiative and work without direct supervision
- Ability to safely and effectively use a variety of cleaning products, chemicals, and supplies
- Ability to interpret a variety of instructions furnished in written, oral or diagram form
- Ability to read and understand operating and maintenance instructions, procedure manuals and safety rules
- Excellent written and verbal communication skills
- Ability to use technology and respond to email inquiries and requests
- Possess a positive and professional customer service attitude when dealing with patrons and staff
- Must be observant and possess attention to detail

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.

- Must have physical dexterity to climb, bend, reach, kneel, or crawl into awkward spaces
- Must be able to use a ladder for routine building maintenance and repairs
- Must have the stamina to occasionally stand or sit for long periods of time
- Must be able to frequently lift and/or move up to 25 pounds and occasionally lift and/or move 75 pounds or more
- Must have the ability to perform physical labor in variable weather conditions such as extreme hot or cold
- Must have the ability to talk, hear, taste and smell due to the use of chemicals and machinery
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock; and vibration. The noise level in the work environment is usually quiet but can vary and, on occasion, be very loud.