

**St. Joseph County Public Library
Job Description**

Position Title: 1st Shift Custodian (Part Time)
Level/Status: 4/Non Exempt
Starting Rate: \$10.10, hourly
Agency: Facilities
Location: Main Library or any of the Branch Libraries, as needed.

Experience:

- General maintenance and custodial experience.

Hours:

- Normal work week is 20 hours. Morning shift; specific schedule to be arranged by supervisor.
- Required to work the specified Sunday afternoons per calendar year.
- Required to adapt to a flexible schedule as arranged by Manager to meet scheduling needs.

Requirements:

- Work or transfer to other work shifts or service areas.
- Possess reliable transportation, and be willing to work at other branches if and when the need arises.
- Physical agility and strength to bend, reach, lift, and move objects (up to 75 lbs.) and to stand and walk for long periods of time. Work in a variety of conditions both indoors and out.
- Working knowledge of standard maintenance routines, methods and techniques.
- Must be dependable and have a sense of responsibility.
- Wear and maintain the security uniform of the Library in a clean, neat, and orderly appearance on a daily basis.

Ability to:

- Perform work according to acceptable standards.
- Work safely without presenting a direct threat to self or others.
- Model excellent customer service relating both to patrons and to Library staff.
- Work harmoniously with other employees and supervisor.
- Work with minimum supervision after training.
- Accept and manage change.
- Exercise initiative, be enthusiastic, creative, flexible, energetic, value diversity, and possess a sense of humor.

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Essential Job Duties

Working under the direct supervision of the Facilities Manager or other designated Supervisor, the person in this position will perform the following:

1. Participate fully in the evening cleaning and maintenance of the library including: cleaning and disinfecting restrooms, hard floor, and carpet care, vacuuming, setting up and taking down meeting rooms.
2. Skill in operation and care of vacuum cleaners, carpet extractors, host and buffing machines.
3. Perform outside maintenance, including blowing/shoveling snow and groundskeeping.
4. Perform preventative maintenance tasks.
5. Replenish and maintain supplies.
6. Empty curbside book/video drops, when needed.
7. Attend to unforeseen building maintenance situations as they occur.
8. Responsible for closing of building and setting building alarm, when needed.
9. Perform other duties as assigned.