

# FRANKLIN COUNTY LIBRARY SYSTEM

## JOB DESCRIPTION

**POSITION: Custodian**

**PLACE: Lilian S. Besore Memorial Library**

**REPORT TO:** Director (in case of off-hours building emergency, custodian may directly contact the president of the Besore Association or other delegated Besore Association member)

**SCHEDULE: 25-30 Hours/Weekly**

The custodian of Lilian S. Besore Memorial Library must work closely with the library director and Besore Association to assure the cleanliness and appropriate physical maintenance of the library building, ensuring the physical comfort and safety of the facility for both patrons and staff. This position requires evening and weekend hours. A custodian of Besore Library must be able to organize his/her workspace and responsibilities, establish priorities, and work without supervision to complete the custodial duties. In addition to basic cleaning, some maintenance and handy work may be required. The custodian must be able to lift up to 80 pounds and be able to safely climb up and work from a ladder. The custodian must also be knowledgeable regarding the status of all physical aspects of the facility in order to recommend or request outside professional assistance when such services are required (e.g. HVAC specialist, plumber, etc.).

### Duties and Responsibilities

#### I. Daily

- A. Maintain faithful accounting of time worked each day
- B. Empty all trash cans and replace plastic liners
- C. Sweep and/or vacuum all heavily trafficked areas of the library
- D. Wipe down computer tables and break room table and counters
- E. Clean the glass on the front door
- F. Empty dehumidifiers (history room and basement)
- G. Clean restrooms and restock supplies as necessary
- H. Ensure that the building is secure and set the alarm before leaving the building
- I. Maintain ongoing positive communication with the library director regarding building and custodial issues

#### II. Weekly (or more frequently as needed)

- A. Take trash to the curb each Monday evening for pick-up by Waste Management
- B. Dust shelves, furniture, and other necessary surfaces
- C. Empty recycling bins into appropriate receptacles for curbside pick-up according to recycle pick-up schedule
- D. Breakdown indicated boxes and cardboard in history room or boiler room to be included in pick-up of recyclable materials
- E. Cleaning of less-trafficked floor surfaces

F. Water plants inside and out

### **III. Ongoing and As-needed Duties**

- A. Maintain janitor's closet and supplies
- B. Set-up rooms for meetings as requested
- C. If the custodian cannot come in to work as scheduled due to illness, planned vacation, or any other event, he/she must contact the library director in a timely fashion so that appropriate accommodations can be made for necessary duties.
- D. Change light bulbs and ceiling tiles as needed (get approval before purchase of new lighting and tiles).
- E. Advise on necessary equipment and supply purchases
  - a. Besore Association has an account with Johnnies and Weiss Bros. for the purchase and direct billing of some cleaning supplies, toilet paper, and paper towels—brown and white styles.
  - b. Additional supplies may need to be picked up at local retail stores. Custodian may be required to communicate with Besore Association Treasurer to arrange pick up of approved supplies. Besore Association is a 501(c)3, and tax-exempt paperwork can be supplied if necessary for establishing tax-exempt status with a store or vendor.
- F. Yard work, which may include trimming, weeding, raking of leaves, removing leaves from sidewalks and basic gardening.
- G. Basic window cleaning and the occasional dusting of window blinds.
- H. Keep grounds free of litter and debris.
- I. Snow removal from sidewalks and application of sidewalk-friendly ice melt. Also, communicate with the library director as to the condition of outdoor walk areas and when they will be sufficiently cleared for safe passage of patrons into the library and for pedestrians walking past the library on our sidewalks.
- J. Spot clean or deep cleaning of carpets and appropriate buffing/cleaning of tile flooring
- K. Wipe down staff microwave, refrigerator, and coffee station, as well as refrigerator and counters in the kitchen
- L. Ensure that all mechanical systems (e.g. HVAC, plumbing, electrical, security system) are in proper working order and change filters on these systems as necessary.
- M. Maintain list of approved vendors and service providers and professionals for contact for serious building or mechanical system problems
- N. Assembly of shelves and furniture
- O. Make recommendations regarding long-term product or building needs for proper long-term budgeting
- P. Minor repairs to furniture or other internal or external handy work, as needed
- Q. Make recommendations regarding useful tasks to request of volunteers performing community service
- R. Other duties as assigned