

Meherrin Regional Library System
Job Description

POSITION TITLE: Custodian

REPORTS TO: Executive Manager

GRADE/STEP: Brunswick County allocation

I. Position summary

Under supervision of the Executive Manager, serves as part-time custodian for the Brunswick County/Headquarters facility of Meherrin Regional Library System. Responsible for cleaning the facility. Flexibility with scheduling is a must and hours include evenings and Saturday.

II. Major Duties

Responsible for the accurate cleaning of the facility including but not limited to being inclusive of all bathrooms and their components, kitchen and all kitchen components, open public space, storage space, closets, offices, entrance ways, stairwells, windows, equipment and furniture. The rubber mats at all exterior and interior entrance ways are to be cleaned weekly and washed completely as needed to eliminate a buildup of residue. Main entrance glass doors and windows are to be kept clean including street windows. In addition, this employee makes sure there are always adequate cleaning supplies and tools, as well as soap, air fresheners and paper products for the public and staff. Paper products include toilet tissue, paper hand towels, and rolls of paper towels. All items needing to be refilled and resupplied are to be reported to the supervisor for purchase prior to the supply of the item being completely depleted. Trash and recycled materials must be disposed properly.

Performs other duties as required and/or assigned.

III. Knowledge and Skills Required

General knowledge of excellence in cleanliness and facility maintenance. Plus, a friendly and positive attitude; ability to work in a busy environment ; general knowledge of what it takes to complete tasks as assigned; ability to establish and maintain an effective working relationship with library employees and patrons as duties are performed; the ability to work a flexible schedule.

IV. Minimum Qualifications

Some high school education required with facility and cleaning experience desirable. A positive friendly attitude toward completing tasks as assigned. Acceptable background and criminal check.

V. Guidelines

Meherrin Regional Library System Policy Manual; Library Cleaning Check List;
Customer Service Pledge

VI. Complexity

Work is routine in nature but requires direct communication with supervisor and substantial physical activity. Accuracy and attention to detail is essential as related to major duties.

VII. Scope and Effect

Courtesy, promptness, accuracy, effectiveness and efficiency are necessary to insure that all duties are completed as assigned for the everyday operation of a safe and clean facility.

VIII. Personal Contacts

Contacts are with supervisor, co-workers, volunteers, and the general public.

IX. Physical Demands

Stamina is required when maintaining a positive posture when dealing with the public and job duties. The job involves energy and a strong work ethic to complete tasks as assigned. Much work is done involving, reaching, bending, lifting, scrubbing, pushing, walking and climbing on a step-stool. Must be able to lift a minimum of 50 pounds.

Updated 02/08/2013BSW