

**SILVER FALLS LIBRARY DISTRICT
JOB DESCRIPTION**

Title: Custodian **Department:** Administration

Exempt/Non-Exempt: Non-Exempt **Reports to:** Administrative Assistant

Effective Date: July 2015

General Position Summary:

Responsible for cleaning and maintenance activities that ensure that the library has a bright, clean, and sanitary appearance following each cleaning, and, that the building, equipment and furnishings are maintained in good working order.

Essential Functions/Major Responsibilities

1. Cleaning services will be provided at least three times per week and may involve additional hours for special circumstances or projects.
2. Most services will be provided during closed hours so as to not disrupt library business.
3. Maintenance will include any task which can be safely and legally performed by a skilled worker without a contractor's license. Examples include: changing light bulbs; patching and painting; treating moss on the roof; adjusting and lubricating doors; equipment repair and upkeep; washing sidewalks and building; cleaning gutters.

Secondary Functions

1. Work with Business Office Assistant to assure sufficient supplies are kept in stock.
2. Advise management of any repair or maintenance issues requiring an outside contractor.
3. Follow all safety rules, requirements and procedures.
4. Perform other duties as assigned.

Job Scope

Performs duties independently, under the direction of the Administrative Assistant, operating from specific and definite directions and instructions. Decisions are of a routine nature made within prescribed operating guidelines, policies, and procedures. Mistakes/errors may result in inability to locate or use materials, loss of business, poor customer relations, and/or damage to the facility, all of which can have negative service implications for the organization.

Supervisory Responsibility

This position is not supervisory in nature.

Specific Job Skills

- Knowledge of cleaning and maintenance procedures, chemicals, and equipment.
- Ability to read labels on common cleaning chemicals, materials, paint and other maintenance materials and use these materials in a safe manner according to the instructions.
- Ability to read and write, and ability to interpret and follow oral or written directions in English.
- Ability to effectively interact with coworkers and patrons, treating all with respect and dignity.
- Ability to bend, stoop, kneel, squat, twist, reach, pull and grasp.
- Ability to lift 30 pounds frequently and up to 50 pounds occasionally. Ability to move objects weighing up to two hundred pounds. Ability to climb ladders up to 20 feet.
- Strength and endurance needed to perform sustained repetitive motion with wrists and hands.

Education and/or Experience

- At least six months experience with building cleaning and maintenance.
- Minimum age 18.

Job Conditions

This position requires the incumbent to work in an environment where there may be regular exposure to fumes, building temperature fluctuations, dust, noise, chemicals, odors, and outside weather. Other working conditions include working alone, evening work, and working long hours during peak periods.