



Library Custodian Job Description

GENERAL STATEMENT OF DUTIES:

Under the supervision of the Library Director, this position performs cleaning tasks throughout the library.

QUALIFICATIONS:

The following minimum requirements are established for this position:

1. High School Degree or GED.
2. Ability to lift up to 40 lbs. on an occasional basis.
3. Familiar with cleaning products and their use.
4. Attention to detail.

RESPONSIBILITIES AND DUTIES:

The Library Custodian is responsible for the following activities:

1. Greets and works with public, demonstrating a positive attitude.
2. Performs cleaning duties including but not limited to- vacuuming or mopping, emptying trash, and cleaning all bathrooms – toilets, sinks, mirrors, refill towels, tissue, and soap.
3. Inventories janitorial supplies and communicates the need for more.
4. Informs the management team of noteworthy positive and negative occurrences.
5. Performs other duties and projects as assigned.

Updated 10/8/2021

This job description is subject to change by the library director or the board. Any changes will not be implemented until the employee reviews the job description with their manager.

We reviewed and discussed this job description. I understand and agree to my responsibilities.

Employee's Signature: _____ Date: _____

Manager's Signature: _____ Date: _____