

# Cleaner Job Description

## Responsibility of Position

The individual who serves as the Cleaner for the Red Creek Free Library will work off-hours to clean the active areas of the facility.

### 1. Work Duties

- 1.1. Works to a regular schedule.
- 1.2. This position reports to the Library Director, and all work is to be reviewed and approved by the director.
- 1.3. All cleaning equipment and supplies will be provided by the Library.
- 1.4. Maintains all surfaces such as tables, counters, computers, bookshelves, and doors.
- 1.5. Maintains floor coverings: carpeting and rugs, vacuumed; hard floor swept and damp mopped.
- 1.6. Maintains restroom cleanliness.
- 1.7. Wash windows as required.
- 1.8. Collect trash and remove to dumpster.
- 1.9. Other tasks as assigned.

### 2. Knowledge and abilities

- 2.1. Must be familiar with the use of all cleaning chemicals and equipment on site.
- 2.2. Must be aware of, and avoid, any potential hazards with these chemicals and equipment.

### 3. Physical demands and Position

- 3.1. Sitting, standing, walking, climbing, and stooping
- 3.2. Bending/twisting and reaching
- 3.3. Lifting and carrying 40 lbs or less
- 3.4. Pushing and pulling: objects weighing 60 - 80 pounds on wheels

### 4. Environmental working conditions

- 4.1. Inside work environment

### 5. Equipment used

- 5.1. Vacuum cleaner

### 6. Qualifications

- 6.1. Minimum age: 18 years.
- 6.2. Must be self-directed requiring minimal supervision