**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. Works to a regular schedule.
   2. This position reports to the Library Director, and all work is to be reviewed and approved by the director.
   3. All cleaning equipment and supplies will be provided by the Library.
   4. Maintains all surfaces such as tables, counters, computers, bookshelves, and doors.
   5. Maintains floor coverings: carpeting and rugs, vacuumed; hard floor swept and damp mopped.
   6. Maintains restroom cleanliness.
   7. Wash windows as required.
   8. Collect trash and remove to dumpster.
   9. Other tasks as assigned.
2. **Knowledge and abilities**
   1. Must be familiar with the use of all cleaning chemicals and equipment on site.
   2. Must be aware of, and avoid, any potential hazards with these chemicals and equipment.
3. **Physical demands and Position**
   1. Sitting, standing, walking, climbing, and stooping
   2. Bending/twisting and reaching
   3. Lifting and carrying 40 lbs or less
   4. Pushing and pulling: objects weighing 60 - 80 pounds on wheels
4. **Environmental working conditions**
   1. Inside work environment
5. **Equipment used**
   1. Vacuum cleaner
6. **Qualifications**
   1. Minimum age: 18 years.
   2. Must be self-directed requiring minimal supervision