

HELP WANTED



**Jasper-Dubois County
Public Library**

Birdseye Branch Library

Custodian

3 hours per week. \$10.00 per hour.

Must be at least 18 to apply.

The Birdseye Branch Library has an immediate opening for a Part-Time Custodian.

Schedule will be determined by candidate and Library Branch Manager to best meet needs of both parties. One day a week but can be split into two days if needed by candidate.

Pay is bi-weekly. Position available immediately.

Full job description and printable applications can be found at <https://jdcpl.us/jobs/> or by visiting the library.

Please return completed application to library front desk or via email to alytle@jdcpl.us

CUSTODIAN

Definition: Under the supervision of the Branch Manager, the Custodian performs various tasks related to cleaning and minor maintenance of the Library's building and grounds.

Job Duties:

- Follows established Library and personnel policies, procedures and work standards.
- Exhibits welcoming, helpful, positive and friendly behavior to all patrons and staff at all in times in all communication formats (verbal and non-verbal).
- Cleaning, mopping, dusting, sweeping, vacuuming the floors, walls, glass and other surfaces throughout the building on assigned schedule.
- Emptying trash and setting it out weekly for pickup
- Moving boxes, furniture, etc.
- Monitoring library grounds, picking up trash outdoors, pulling weeds, etc.
- Stripping/waxing tile floors and cleaning carpets on a periodic basis
- Other duties as assigned

Job Requirements:

Education:

- High school diploma or GED preferred, but not necessary

Skills:

- Ability to read, write and compute
- Ability to use standard janitorial equipment and supplies
- Ability to hear, to speak, to communicate verbally
- Ability to understand and follow oral and written instructions
- Ability to work alone in building as needed
- Ability to manage time effectively to maximize productivity.
- Maintain an organized workspace.

Physical requirements:

- Reaching/bending/stooping to clean various areas of the library
- Mopping, sweeping, cleaning floors, walls, windows, etc.
- Pushing/pulling to 75 lbs
- Lifting to 50 lbs
- Standing or walking throughout the day

Work Environment

- Inside and outside work
- Exposure to dust
- Exposure to book molds and various other molds
- Exposure to cleaning chemicals

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the Library and the employees, and is subject to change as the needs of Library and the requirements of the job change.

Employee Approval: _____ Date _____

Supervisor Approval: _____ Date _____

Library Director Approval: _____ Date _____