



Campbell County Public Library
Employment Opportunity Posting
Posted October 21, 2024

JOB OPPORTUNITY

JOB TITLE: Custodian

WORKSTATION: Newport

DUTIES: Job description attached.

QUALIFICATIONS: Please see job description for other requirements.

SCHEDULE: 20 hours per week,
6am to 10am Monday through Friday.

COMPENSATION: \$12.00 per hour

CLOSING DATE: Applications will be accepted until the position is filled.

TO APPLY: Apply online: <http://www.cc-pl.org/about-the-library/job-openings>



Custodian

REPORTS TO: Facilities Specialist
JOB CLASSIFICATION: 2
STATUS: Non-Exempt
REVISED: 22 Aug 2024

BASIC FUNCTION:

Under the general direction of the Maintenance Specialist, the Custodian is responsible for cleaning and general maintenance of the facility and grounds including sweeping, vacuuming, emptying trash, cleaning restroom facilities, and other similar responsibilities. Duties may require independent judgment and action within specific parameters. The Custodian interacts with the public and with other staff.

The Library expects all employees to observe and develop our core values of: Motivation, Positive Attitude, Respect for Others, Strong Commitment to Customer Service, Sense of Humor, Integrity, Honesty, Tolerance and Flexibility.

RESPONSIBILITIES:

- Maintain a regular schedule of cleaning the branch including public and staff areas.
- Daily mopping and cleaning of all restroom facilities.
- Daily mopping and sweeping of public areas.
- Dusting and vacuuming on a regular weekly schedule.
- Cleaning of all interior and exterior windows and doors that do not require special equipment or ladders above six feet in height.
- Maintain the yard, sidewalks, and parking lots, removing all trash and reporting any problems with exterior lighting, landscaping, or other items that impact the use or positive perception of the building.
- Shovel snow from sidewalks and/or apply treatment as necessary, alerting Branch Manager of any problems with contracted snow removal/treatment services.
- Note meeting room schedule daily and setup/breakdown meeting room furnishings as necessary.
- Monitor cleaning supplies and order (through the Facilities Specialist) as needed.
- Daily removal of trash and restocking of public use supplies.
- Perform general repairs as authorized, report any problems with the building or furnishings to Branch Manager.
- Perform other duties as assigned.

EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

- Completion of high school or GED preferred.

- Prior custodial experience required.
- Basic computer experience with standard office software, including Microsoft Office products, email, and internet usage preferred.
- Valid driver's license and satisfactory driving history preferred. Personal transportation that can be used for business travel is preferred.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals may need to sit or stand for extended periods. Manual dexterity to manipulate library materials required. Ability to communicate orally and in writing effectively. Work extensive hours at the computer screen. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the work day. Ability to do repetitive tasks with speed and accuracy. Employee may need to carry, push, pull, or lift up to 40 pounds. Proper lifting techniques required. Push and pull fully loaded (50-100 pounds) book trucks. Ability to work under pressure, coordinating multiple responsibilities simultaneously, and meet firm deadlines.

The job description is not a contract between the Library and the employee. The Campbell County Public Library is an at will employer. The job description duties may be changed at the discretion of the Library and/or the Library may request the employee to perform duties that are not listed on the job description.

ACCEPTED BY:

Employee: _____ Date: _____

Supervisor: _____ Date: _____