Cardington-Lincoln Public Library

Job Title: Custodian  
Department: Administration  
Job Type: Part-time (6-12 hours/week) Non-exempt  
Job Class: B or C  
Benefits: Vacation and sick accrual; paid holidays; OPERS (Ohio Public Employee Retirement System); Ohio Deferred Compensation; AFLAC products available

POSITION OVERVIEW: The custodian is responsible for maintaining the external and internal appearance of the library. It is important for a custodian to be careful and thorough in working, cleaning and tidying the premises. A keen eye for detail and diligence are imperative. The custodian must have great physical endurance to cover a large space. The Job Class is determined by whether or not the position entails cleaning duties only or cleaning and maintenance/minor repair duties. The custodian acknowledges and accepts the Ohio Ethics Law and related statutes, respects confidentiality and maintains the integrity of the Cardington-Lincoln Public Library.

PRINCIPLE PRIORITIES:

General:

• Aspires to be careful and thorough in working, cleaning and tidying the library.
• Follows a schedule that contains varying frequencies for specific cleaning tasks.
• Keeps the Library Director informed of needed repairs.
• Exhibits physical endurance to cover an 8,000 square foot building.

SPECIFIC PRIORITIES:

Custodial Responsibilities:

• Ensuring spaces are prepared for business by taking out trash, tidying furniture and dusting surfaces.
• Sweep and mop floors and vacuum carpets, paying particular attention to edges and corners.
• Wash and sanitize toilets and sinks and restock disposables (e.g. soap, tissue).
• Wipe mirrors and windows.
• Maintain outer premises by clearing trash and cleaning entrances.
• Utilize insecticides to prevent infestation by pests.
• Perform maintenance and minor repairs.
• Secure facilities following cleanings.
• Maintain cleaning equipment to ensure a long life.

• Undertake occasional custodial tasks outside of scheduled hours (shoveling snow from the sidewalk, lifting heavy items, moving chairs etc.).

Other Assigned Duties May Include:

• May be asked to participate in library events.

• Other duties may be assigned by the Library Director.

SUPERVISION: Under general supervision of the Library Director.

REQUIREMENTS:

• Prior experience as a custodian is preferred but not required.

• Knowledge of use and maintenance of cleaning equipment.

• Knowledge of use and disposal of chemical cleaners and other hazardous materials.

• Familiarity with basic landscaping and handyman practices.

• Attention to detail and conscientiousness.

• Very good physical condition and strength.

• High school diploma preferred but not required.