

JOB TITLE: Custodian I

DEPARTMENT: Maintenance

LOCATION: Main Library, Westacres Branch

JOB SUMMARY: The Custodian I performs a variety of janitorial, groundskeeping, and light maintenance duties required to keep both library facilities inviting, clean, safe and properly maintained at all times. This position is regularly scheduled at both library facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs janitorial work throughout the day between visits of the contractual cleaning service such as cleaning restrooms, emptying trash cans, vacuuming and mopping floors, cleaning glass, dusting, and polishing wood.
2. Performs minor repairs such as painting and changing light bulbs and assists with other maintenance projects as needed.
3. Performs groundskeeping work between visits of the contractual landscaping services, such as picking up litter, powerwashing, weeding, and shoveling sidewalks.
4. Monitors buildings, grounds, and equipment for potential safety issues.
5. Sets up and breaks down rooms for events.
6. Assist in keeping all interior and exterior storage areas, janitorial closets, mechanical rooms, and maintenance work areas clean and orderly.
7. Assists in lifting and moving supplies, furniture, equipment, book donations, etc.
8. Contributes to a positive working environment and organizational unity by communicating to peers and supervisors within the library.
9. Maintains positive and proactive customer service behaviors at all times, recognizing that the public and staff are customers.
10. Other duties as assigned.

DESIRED QUALIFICATIONS:

1. High school graduate or equivalent preferred.
2. Janitorial and/or maintenance experience.
3. Ability to work with minimum supervision.
4. Understanding and practice of MiOSHA, OSHA, ADA and other building-related standards.
5. Strong organizational and time management skills as well as attention to detail.
6. Able to interact and work effectively with contractors, co-workers, and the public.
7. Good judgement.
8. Positive service attitude
9. Valid Michigan driver's license.

PHYSICAL ACTIVITY REQUIREMENTS:

(Degree of physical demands (strength) usually associated with the essential functions of the position)

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and or up to 20 pounds of force constantly to move objects. Heavy Work requires walking and standing to a significant degree. The type of physical demands usually associated with the essential functions of this classification are: stooping, kneeling, crouching and/or crawling, climbing, balancing, reaching overhead and horizontally, talking, hearing and seeing.

REPORTING RELATIONSHIPS:

This position reports to the Westacres Branch Manager. In the absence of the Westacres Branch Manager, the position reports to the Maintenance Supervisor.

There are no supervisory responsibilities associated with this position.