

CUSTODIAN
Athol Public Library

SUMMARY

The position of Library Custodian is semi-skilled manual work involving maintaining and repairing the library building and grounds.

LEVEL OF RESPONSIBILITY

The Custodian works under the general supervision of the Assistant Director, performing regular duties following established policies and procedures.

MAJOR DUTIES:

1. Cleaning all library rooms, furniture, washrooms, toilets, woodwork, and windows. Vacuuming or sweeping, washing and polishing floors.
2. Collecting and disposing of rubbish.
3. Caring for grounds: sweeping walks, picking up litter on library property, mowing grass, trimming shrubs, raking leaves, shoveling snow.
4. Moving and setting up furniture and library equipment.
5. Operating heating unit.
6. Performing minor furniture, building and equipment repairs.
7. Informing Assistant Director of needed supplies and equipment.
8. Checking fire extinguishers and emergency lights periodically to recommend professional service.
9. Opening and closing library, requiring knowledge of building security. Responding to building emergencies, and taking appropriate action or notifying Assistant Director.
10. Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to perform moderately heavy manual labor.
2. Knowledge of cleaning materials, methods, and preventive building, grounds, and equipment maintenance.
3. Ability to work responsibly with minimum supervision.
4. Adaptability, initiative, tact, courtesy, and good judgment.

MINIMUM REQUIREMENTS

High school graduate or equivalent preferred.

One year part time experience in custodial work or any combination of education and experience, indicating the required knowledge, skills, and abilities.

Approved by the Board 16 December 1998
Revised by the Board 15 July 2005