

JOB DESCRIPTION

Department:	Maintenance	Hours/Week:	15 hours per week
Job Title:	Custodian	Job Category:	Non-Exempt Part-Time
Reports To:	Maintenance Technician & Director	Pay Grade:	A2 - \$11.00 / hr starting wage; negotiable based on experience.

Position open until filled

JOB SUMMARY:

Performs routine cleaning of library interior when library is not open.

ESSENTIAL FUNCTIONS:

The duties for this position include, but are not limited to, the following:

- Cleans and sanitizes the restrooms and public areas, including sweeping, mopping, dusting, vacuuming, and disinfecting.

NON-ESSENTIAL FUNCTIONS:

- May be assigned other tasks. Example: removing refuse if Maintenance Technician is on vacation.

JOB SPECIFICATIONS

Skills Required

- Must be able to use appropriate chemical cleaners in a safe manner.
- Must be able to operate light floor equipment for cleaning floors.
- Must be able to lift arms above head for cleaning windows and dusting.
- Must be able to wear protective equipment required by the task, such as gloves.
- Must be able to stand for long periods of time, bend, lift, kneel, and reach.

Other Requirements

- Must have the ability to work outside of library operating hours so as not to disturb patrons. Flexibility for evening/weekend hours available: can work a few hours a day or only on weekends.
- Must be willing to carry out additional duties not already listed above.

Preferred

- Experience cleaning other buildings.

BENEFITS:

- This job is eligible for Personal Time Off (PTO) after Jan 1, 2023.

DISCLAIMER:

- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time;
- This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned; or
- This job description is subject to change at any time.
- Applicants are required to take a skills test at the time of the interview.

By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that the Hartford City Public Library may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Printed Name _____ Date: _____

Signature _____