

MOUNT CLEMENS PUBLIC LIBRARY
Job Description

Job Title: Custodian
Hours: Part time, 28 hours per week, including evenings and weekends
Reports To: Head of Facilities
Salary: \$17.00 - \$20.00 per hour

NATURE AND SCOPE OF POSITION:

Under the direction of the Head of Facilities, the Custodian performs custodial and light maintenance services, including sweeping, vacuuming, mopping, and other cleaning duties in and around the library building and grounds, and assists library staff as needed in maintaining security and order in the building, and creating a safe, welcoming, and stimulating environment.

SPECIFIC DUTIES:

- Follows a written checklist of routine janitorial and cleaning work required to maintain the appearance and safety of the library building and grounds
- Performs custodial work, including but not limited to sweeping, mopping, vacuuming carpets, dusting, glass cleaning, cleaning furniture, shelves, and equipment, cleaning and supplying restrooms, and removing trash
- Cleans and maintains custodial equipment
- Assists library staff in moving furniture, equipment, supplies, and library materials as needed
- Sets up and breaks down meeting room spaces for library programs and meeting as necessary
- Picks up garbage on library grounds
- Shovels and uses ice melt on sidewalks as needed
- Assists in landscape maintenance, including weeding, mowing, and edging as needed
- Notes repairs, damages, or cleaning needs and reports them to the Head of Facilities
- Wears two-way radio (walkie talkie) at all times while on duty
- Assists library staff with disruptive patrons
- Assists library staff with emergency situations
- Monitors library building and grounds for human safety issues and reports any such issues to staff member in charge
- Runs errands for library staff
- Ensure safety and code of conduct are followed by patrons
- Attend continuing education courses and trainings
- Other duties may be assigned

JOB REQUIREMENTS:

- High school diploma or equivalent
- Valid Michigan driver's license
- Able to safely and appropriately operate power tools and use chemicals
- Demonstrate oral and written communication skills
- Demonstrate time management and organizational skills
- Good public service attitude

PHYSICAL REQUIREMENTS:

- Ability to work outdoors for prolonged amounts of time in all weather conditions, noisy and potentially hazardous environments with electricity, dust, debris and chemicals
- Ability to climb ladder heights for indoor/outdoor power tools and equipment
- Lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking, bending, stooping, crouching, reaching, pushing book carts with up to 300 pound load, picking up litter, and spreading ice melt

TO APPLY:

Send resume and cover letter to Katie Barnes at kbarnes@mtclib.org

The Mount Clemens Public Library does not acknowledge receipt of applications.

The Mount Clemens Public Library is an equal opportunity employer.