

JOB POSTING

Job Title: Custodian
Job Classification: Custodian
Department: Maintenance
Reports To: Facilities Manager

Part Time

Hours: 24 hours per week, evenings, and weekends
Salary: Starting at \$15.00 an hour
Employer: Waukegan Public Library

OVERVIEW: Works under the supervision of the Facilities Manager to provide custodial services, cleaning and upkeep for the Library building and grounds.

JOB RESPONSIBILITIES:

- Cleans bathroom floors, mirrors, basins, and commodes.
- Restocks bathrooms with supplies.
- Cleans all glass doors and glass walls in meeting and study rooms.
- Wipes down all tables and counters.
- Vacuums all carpeted areas throughout the building.
- Wet mops the second floor, basement, and stairway floors.
- Removes snow from sidewalks and spreads salt as needed.
- Picks up trash around the outside of the building.
- Sets up and takes down meeting rooms.
- Gathers and machine washes rags and mop heads.
- Efficiently shampoos carpeted areas.
- Empties trash receptacles and removes trash to dumpster.
- Empties recycling receptacles and places in the recycling dumpsters
- Assists with the courtyard setup for events.
- Waters and weeds landscaped areas as directed.
- Other tasks as assigned.

EDUCATION AND EXPERIENCE

- High school diploma or G.E.D.
- 3-5 years previous experience in the custodial field

SKILLS:

- Attention to detail
- Able to work with a diverse staff and patron base.
- Familiar with common workplace technology - computers, the internet and e-mail
- Communication skills, written and oral, in English. Spanish language skills a plus

- Able to use various tools.
- Able to read and understand Material Safety Data Sheets (MSDS).
- Knowledge of proper techniques, processes, and tools for the custodial field

EQUIPMENT TO BE USED:

Computer	Cell Phone	Snow blower
Carpet Cleaner	Lawn equipment	Hand tools

PHYSICAL AND MENTAL DEMANDS:

- Able to lift to 75 pounds.
- Able to work on a ladder.
- Able to reach up to 6 feet.
- Able to bend and crawl at floor level.
- Able to remain calm when dealing with emotional patrons or staff.

WORKING CONDITIONS:

- Works in an office building and outside setting
- Must be able to travel to other locations within the community.
- Work's day, evening, and weekend hours

Please send resumes to hr@waukeganpl.info

No phone inquiries, please.