

WAUKEGAN PUBLIC LIBRARY

JOB DESCRIPTION

TITLE: Custodian
REPORTS TO: Facilities Manager

DEPARTMENT: Maintenance
CLASSIFICATION: Non-exempt

Job Summary:

The Library Custodian works under the supervision of the Facilities Manager and is responsible for providing custodial services, cleaning and upkeep for the Library building and grounds, as well as meeting room set up. Their work helps to promote a safe, clean, and comfortable environment for staff and patrons alike.

Minimum Qualifications

Education and Experience

- Requires knowledge typically received through completion of high school or equivalent
- 1-2 years previous experience in custodial field

Knowledge, Skills, and Abilities:

- Ability to communicate effectively in English.
- Good interpersonal skills and the ability to establish, maintain, and foster cooperative and courteous relationships with the public, peers, and supervisors.
- Ability to read and understand MSDA sheets, directions for use of cleaning products, and follow safety standards.
- Knowledge of proper techniques, process, tools, and equipment used in the custodial field.
- Demonstrated ability to provide excellent customer service.
- Ability to identify potential issues quickly and discreetly, and to effectively defuse them without disruption to public service.
- Ability to exercise reasonable and independent judgement and initiative in problem solving and to respond appropriately in interpreting and applying policy.
- Familiarity with technology currently used in library or security setting, including email systems, Microsoft 365 (Microsoft Word, Teams, etc.), two-way radios, and a willingness to learn new technologies.

Essential Job Functions:

- Creates and maintains a welcoming, safe, and comfortable library environment for all patrons.
- Completes daily, weekly, and monthly custodial tasks according to departmental task calendar, including:
 - Cleans bathroom floors, mirrors, basins, urinals, and commodes.
 - Restocks bathrooms with supplies.
 - Cleans all glass doors and glass walls in meeting and study rooms.
 - Wipes down all tables, counters, and chairs.
 - Vacuum all carpeted areas throughout the building.
 - Empties trash receptacles and takes trash to dumpster.

- Empties recycling receptacles and takes to recycling dumpster.
 - Picks up trash around the outside of the building.
 - Wet mops and burnishes the second floor, basement, and stairway floors.
 - Gathers and machine washes rags and mop heads.
- Sets up and takes down meeting rooms according to daily calendar and staff requests.
- Self-directed attention to needed areas, including:
 - Spot treat stains on carpeted areas.
 - Efficiently shampoos carpeted areas.
 - Tracks and reports when supplies run low.
- Assists with seasonal upkeep and projects, including:
 - Wash windows throughout the building.
 - Assists with the courtyard setup for events.
 - Waters and weeds landscaped areas as directed.
 - Removes snow from sidewalks and spreads salt as needed.
- May drive library vehicle to complete daily pickups and deliveries, unload and distribute materials.

Additional Duties:

- Works with staff to enforce the Library Use Policy in a manner consistent with the organization's values and practices.
- Responds to staff requests for assistance and works with staff to follow through with documentation, referrals, and support for incidents or accidents.
- Reports any safety or security issues to the Person-in-Charge on site, as well as their supervisor.
- Attends appropriate meetings, workshops, and conferences to meet the 12-hour continuing education requirement for all staff and to stay informed of best practices in the field.
- Other tasks as assigned

Working Conditions/Job Requirements:

- Requires movement throughout the building and grounds for most of a shift.
- Requires use of custodial equipment and supplies, such as carpet or floor cleaner, snow blower, or hand tools.
- May require evening and weekend hours or rotation.
- May require travel to other locations within the community. Must have valid driver's license, proof of insurance if driving library vehicle.
- May require work outside in all types of weather, including on the roof.
- Able to move, lift, push, carry, and put away items up to 25 lbs.
- Able to work on a ladder, reach up to 6 feet and at floor level.
- Tolerate exposure to equipment noise, fumes, allergens, cleaning products, and fluctuating temperatures.