



Job Description

Custodian

Job Title:	Custodian
Reporting To:	Branch Manager, Public Service Administrator, Library Director
Responsible For:	Custodial of Library
Job Purpose:	Maintains overall order and cleanliness of assigned library. This includes, but is not limited to, furniture, shelves, and equipment; washing windows; cleaning and supplying restrooms; removing trash.

LEVEL OF AUTHORITY:

Performs routine and repetitive duties independently with only general supervision and according to well-known practices and procedures. Performs relatively more complex assignments and specialized functions under close and frequent supervision. Responsibility for accuracy and courtesy is important due to potential adverse Library patron relationships.

Essential Functions and Responsibilities of Custodial

- Maintains overall order and cleanliness of assigned library. This includes, but is not limited to, furniture, shelves, and equipment; washing windows; cleaning and supplying restrooms; removing trash.
- Maintains order and cleanliness of storage areas.
- Provides preventative maintenance, cleaning, and light repair of custodial equipment on a regular basis.
- Includes emptying and/or cleaning filters of cleaning equipment after each use, if necessary.
- Returns supplies, equipment, and tools to their designated places after each use.
- Tracks and keeps inventories of custodial supplies; submits reordering requests to supervisor in a timely manner.
- Helps staff in moving furniture; and in moving and reassembling modular office furniture.
- Assists library staff by loading and unloading library materials, supplies, equipment, etc., to and from the van; assists in transporting items by hand or cart inside and/or outside the buildings.
- May participate in library-wide committees or projects.
- Performs other tasks as needed.

Knowledge, Skills, and Abilities

- Ability to bend, stoop and lift for prolonged periods in cramped spaces.
- Ability to stand for extended periods of time.
- Ability to learn and use the library's custodial equipment, materials, repair tools, computer, and office equipment.
- Attention to detail and accuracy.
- Ability to communicate effectively, patiently and courteously with library employees, patrons and other community members.
- Ability to handle multiple activities or interruptions at once and to work positively and effectively within a team model.
- Ability to work a schedule that includes weekday, evening and weekend hours.

Willingness and ability to understand and support the fundamental principles of library services, such as: open access to library materials for people of all ages; the library's obligation to provide materials representing as many points of view as possible; and a patron's right to privacy in dealings with the library and with respect to records maintained by library.

Physical and Mental Requirements

Strength, for example, to push loaded book cart weighing approximately 100 pounds on level floor, to lift or maneuver onto cart loads up to 25 pounds and to carry cartons of books if needed.

Tools and Equipment Used

- Administers work typically moving, using, and adjusting a variety of heavy equipment and materials.
- Heavy lifting up to 50 pounds and other strenuous physical activities, and frequent sustained operation of building and custodial equipment required.
- Work includes exposure to chemicals and vapors, debris and dust, and other uncomfortable conditions.
- Regular contact made with employees and the public.
- Cleaning chemicals, repair tools, custodial and other equipment and materials as required.
- Work performed primarily in an indoor office setting at the library but does require some outdoor work.

Education, Experience, and Training

Education: High school graduate or equivalent.

Experience: Must have excellent verbal and non-verbal communication skills.

Requirements: Valid driver's license, reliable transportation, and reachable by telephone in emergency situations. Dependability, punctuality, trustworthiness, good attendance and work habits.

Organizational skills and understanding of good cleaning practices. Make independent judgment related to emergency and safety matters. Maintain Library in a safe, secure, clean, and orderly condition.

Disclaimers

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work for other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the workload.

Professional Conduct

Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to DPL policy, unlawful activities, or any other conduct considered to be unethical or unprofessional as determined by the Director and/or Library Board of Control.

General Summary

Under the direct supervision of the Branch Manager, Public Services Administrator or Library Director; makes decisions and performs tasks for the success of the whole organization (DeSoto Parish Public Library) and supports the overall goals of the library system; takes responsibility to help coworkers succeed and to have good staff relations; establishes and maintains strong, mutually supportive, cooperative working relationships with coworkers and supervisors; communicates with staff and public using a calm, pleasant, courteous tone of voice and conversational courtesy phrases (such as please, thank you, you're welcome, enjoy your books, come again soon); and choosing words that are courteous, edifying to the organization (DeSoto Parish Public Library system as one body), the individual to whom attention is being given, and that are conducive to positive relations with the public and staff; maintains an approachable, attentive demeanor to the public and staff by smiling, making eye contact, verbally acknowledging others' presence within five seconds, listening, and concentrating exclusively on communication.