

**DESOTO PARISH LIBRARY**  
**Mansfield Library**

# **JOB NOTICE**

## **LIBRARY CUSTODIAN**

An immediate **CUSTODIAL POSITION** is available at the Mansfield Library.

### **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.
- Returns supplies, equipment, and tools to their designated places after each use.
- Tracks and keeps inventories of custodial supplies; submits reordering requests to supervisor.
- Set up and take down chairs, tables, and equipment in all meeting rooms. Clean and disinfect everywhere including restrooms; replenish and maintain supplies. Vacuum, clean carpets and hard floors, empty trash. Empties and cleans waste receptacles including recycle containers (Interior AND exterior). Does emergency clean-up which may include interacting with hazardous materials.
- Administers work typically moving, using, and adjusting a variety equipment and materials.
- Physical activities and frequent sustained operation of custodial equipment required.
- Work includes exposure to chemicals and vapors, debris and dust, and other uncomfortable conditions.
- Use of cleaning chemicals and custodial equipment and materials as required.

### **MINIMUM QUALIFICATIONS FOR JOB:**

**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.

**APPLY BY APPLICATION PROCESS. WILL REMAIN OPEN UNTIL FILLED.**

### **Mansfield Library**

Attention: Mrs. Doris Ross  
109 Crosby Street  
Mansfield, LA 71052

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