

Position Overview:**Primary Location:** Richmond Branch
Department: Support Services**Position Status:** Staff — Hourly
Employment Status: Part-Time

The **Custodian** is an internal library position that is responsible for maintaining a clean and welcoming library environment by performing custodial and general facility maintenance activities. This position requires a keen attention to detail, an ability to closely follow directions and established routines, and clear communication skills to ensure that library custodial needs are achieved. A successful Custodian is driven to serve library customers and employees alike, while remaining flexible and adaptable to a variety of needs. Success is measured by effective work methods, strong team work, positive and effective communication, and an eagerness to learn and develop essential library skills. We work together to promote literacy, provide free access to information, and enable meaningful community connections.

Essential Responsibilities:

- Performs regular custodial interior cleaning duties including vacuuming, dusting, mopping of tile and vinyl floors, cleaning and stocking of customer restrooms, and glass cleaning.
- Operates library custodial equipment, chemicals and supplies in compliance with library cleanliness and safety standards.
- Performs routine maintenance to custodial equipment and supplies.
- Empties customer and staff trash receptacles, disposes of trash appropriately in waste dumpsters, and bags trash for proper disposal.
- Ensures that areas being cleaned and/or maintained remain safe and secure while custodial duties are performed.
- Provides access to library janitorial supply vendors for stocking, inventory and maintenance as directed.
- Assists with cleaning library offices, meeting rooms and staff areas as directed.
- Assists with minor maintenance and repairs on library property that may include snow removal, changing light bulbs, adjusting furniture, debris removal, and other tasks as assigned.
- Responds quickly and appropriately to custodial needs as they arise.
- Assists with emergency responses and mitigation as they occur, operating within library safety and emergency readiness procedures.
- Greets and engages with library customers to discover and meet a variety of needs, while demonstrating a sincere desire to serve.
- Be reliable, provide assurance, work with empathy, and be responsive to customer needs.

Education, Experience and Skills Requirements:

- High School Diploma or GED is required.
- Previous employment experience in a custodial or janitorial capacity is preferred. Previous library employment experience is preferred, but not required.
- Available to work a flexible schedule that may include evenings, weekends and holidays.
- Must have the ability to lift and manipulate heavy objects, work with industrial cleaning chemicals and equipment, and read, understand, follow and enforce safety standards.
- Ability to travel within Madison County as needed.

NOTE: All employees of the Madison County Public Library are required to maintain the capacity, with or without reasonable approved accommodations, to: 1) demonstrate proficiency with computers, common office software, current operating systems, emailing, and internet navigation; 2) operate basic work equipment such as print/scan/fax/copy machines, cash registers, book carts, manual tools, audio/visual equipment, and multi-line communications systems; 3) have sufficient mobility to move throughout the library to meet customer needs, and lift and/or handle library materials; and 4) work in a public library environment that may include the potential for exposure to possible contaminants including (but not limited to) noise, arts and crafts chemicals, ink on printed pages, dust and mold, animals, cleaning chemicals, as well as the spread of communicable disease. **Updated: July 2024**