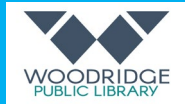


JOB DESCRIPTION



CUSTODIAN

Department: Administration

Reports To: Facilities Supervisor

Status: Part Time/Non Exempt

Pay Grade/Salary Range: IV/ \$18.41 – \$24.90 DOQ

Supervises: N/A

Revised: 11/4/2025

Job Summary

Ensures a safe environment for library patrons and staff; by cleaning, monitoring, and maintaining the facility, grounds, and equipment

Competencies

- Strong work ethic- Demonstrates positive habits such as arriving to work on time, stays motivated and focused, and finishes tasks on time
- Good communication skills- Listens to and understands what others are saying, asking for any needed clarification. Projects positive body language and facial expressions; writes messages, reports, and other types of documents with clarity and efficiency. Relays information using visual aids or graphic tools, if required
- Teamwork-Balances team and individual responsibilities; exhibits objectivity and openness to others views; gives and welcomes feedback; helps in building a positive team spirit; puts success of the team above own interests; contributes to Library morale and group commitments to goals and objectives; supports everyone's efforts to succeed
- Problem solving skills-Uses personal knowledge and experience to find answers to pressing problems; formulates effective solutions
- Flexibility-Demonstrates adaptability, is willing to change and learn (Is teachable), accepts new things
- Organizational Awareness-Ability to develop a clear strategy to getting things done based on an understanding and general knowledge of the Library

Essential Functions & Responsibilities

Primary Responsibilities

- Sweeps, mops, vacuums, scrubs, and refinishes floors; cleans, dusts and polishes furniture; washes windows and walls; cleans and restocks supplies in restrooms; disposes of rubbish; makes certain all areas of the building are kept in a clean, sanitary and orderly condition according to library standards
- Maintains janitor closet in a neat and organized manner
- Keep inventory accuracy, account for materials and parts used
- Complete work requests and projects as assigned.
- Walks through facility several times per shift including opening facility check and end-of-day closing routine, noting safety concerns or facility repair issues: notify person-in-charge/other staff or facilities team as needed
- Set-up and break down of meeting rooms and special events.
- Deliver packages to appropriate departments.
- Perform book drops as needed
- Help with Interlibrary Loan bins as needed
- Picks up litter within library internal and external grounds. Removes extraneous dirt/markings from

- interior and exterior vertical/horizontal surfaces (walls, doors, etc.)
- Facility upkeep including changing light bulbs, painting, trim work, furniture assembly, hanging pictures, etc.
- Assures safety during inclement weather to including shoveling, salting, providing slip protection on wet floors, securing against wind damage, removes debris from HVAC units on roof
- Performs minor repairs and maintenance as authorized by library staff
- Adheres to safety measures for cleaning, lifting, moving, and operating equipment

Working Conditions

- This job operates inside of the building in standard temperature levels. At times will be required to work outside in cold and hot temperatures in order to maintain library grounds
- The employee is frequently required to bend, sit, move about, hear and speak. Noise level may be high when operating power equipment.
- May be required to work in restricted spaces to include crawling and/or climbing as working at heights
- Maybe required to stand, be on feet, and move around for a full work shift
- May be required to lift up to 50 pounds and move heavier materials using appropriate equipment

Required Education and Experience

- High School diploma or GED
- One year custodial experience
- Ability to use basic hand tools for minor plumbing and repairs
- Ability to work a variety of hours including evenings and weekends
- Ability to work independently as well as collaboratively

Ability to work a variety of hours, including evenings and weekends

- Weekly hours: minimum of 18 to maximum of 24 hours per week

Salary Range: Hourly pay range of \$18.41 - \$24.90 DOQ.

The Library provides PTO, Sick and Vacation time along with required participation in the Illinois Municipal Retirement Fund (IMRF) if 20 or more hours are regularly scheduled. Rate of pay is time and a half on Sunday.

Disclaimer

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, working conditions and activities may change or new ones may be assigned at any time with or without notice

Employee's Signature

Date