

Gutekunst Public Library

State Center, Iowa

Job Title:

Custodian

Supervisor:

Library Director

Job Summary:

Under general direction, performs a variety of custodial and cleaning services to maintain library building, equipment and surrounding area in a clean, orderly and functional condition.

Duties and Responsibilities:

Receives oral or written instruction from Library Director

Organizes workload to perform these tasks on schedule:

Daily requirements:

- Cleans restrooms and drinking fountains and replenishes supplies
- Sanitizes all public high-touch spaces (door handles, computer keyboards)
- Vacuums main floor carpets & entryways
- Cleans building entrances and washes entry door glass
- Cleans circulation desk
- Empties waste baskets and disposes of trash
- Sweep porch and sidewalks

Weekly requirements:

- Vacuums upstairs rooms and stairways
- Vacuums elevator
- Dusts upstairs and downstairs rooms and banisters
- Dusts all moldings, ceiling corners and window woodwork
- Scrub floors in bathrooms and back entryway

Monthly requirements:

- Dusts bookshelves

Follows all applicable safety rules and procedures

Follows library procedures for reporting on hours, supplies needed, work completed and problems.

Requirements:

Must be able to read and write

Must be able to climb stairs, lift objects up to 25 pounds and operate a vacuum cleaner.

Salary:

Hourly wage commensurate with experience. Average 5-8 hours per week. IPERS benefits provided upon hire.