



10/24/17

JOB TITLE: Custodian

DEPARTMENT: Library

STATUS: Part-Time, Non-Exempt

LABOR GRADE: 3

JOB SUMMARY: Custodians are responsible for day-to-day cleaning of the library. Will act as the Library Handyman in the case of broken lights, locks, and similar small repairs and maintenance. Responsible for creating and submitting purchase lists for the needed materials and supplies to stock and clean the library.

MAJOR DUTIES:

- Maintain a clean facility that is free of hazards to staff and patrons.
- Organize and secure all cleaning supplies.
- Inform the Director of any maintenance issues that need immediate attention.
- Submit supply purchase requests in a timely manner.
- Obtain some supplies locally using library accounts at local home stores/hardware stores.
- Keep all receipts from stores that allow direct billing and present to the Director for retention.
- Perform routine building maintenance issues and provide knowledgeable advice concerning larger building issues that need to be addressed.
- Treat patrons with respect and direct them to qualified library staff should they have questions. All persons encountered while on the job should be treated with respect as the custodian is representing the library.
- Vacuum all areas as needed with special attention to high traffic areas in winter months.
- Mop tile floors regularly.
- Clean and stock bathrooms, including cleaning the sinks, toilets, countertops, floors, walls, and mirrors.
- Clean the kitchenette floors, countertops, cabinet faces, microwave and sink. Dishes are responsibility of the staff.
- Dust windowsills, counter areas, bookshelves and other furnishing/shelving monthly at minimum.
- Re-paints library areas as needed. Touch-ups to corners, etc. from wear by patrons.
- Replace all light bulbs as necessary.

- Fix any broken window locks, door handles, or other interior items.
- Remove all trash.
- Remove all recycling.
- Move furniture as necessary.
- Assemble furnishing items that come in, or fix older items that need repair.
- Wash windows as necessary and appropriate.
- Secure windows and doors.
- Keep up to date with Town of Hampstead recycling and trash regulations.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of custodial practices, procedures and housekeeping issues.
- Ability to use various custodial equipment, including vacuum cleaner.
- Ability to establish and maintain effective working relationships with others.
- Ability to understand and follow written and verbal instructions.
- Physical strength and agility sufficient to perform relatively light to moderate manual work as required.

SUPERVISORY CONTROLS: The supervisor provides continuing or individual assignments by indicating generally what needs to be done, limitations, quantity and quality expected, deadlines and priority assignments. The supervisor provides additional, specific instruments for new, difficult or unusual assignments including suggested work methods or advice on source material available.

The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decision or help.

The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

GUIDELINES: Procedures for doing the work have been established and a number of specific guidelines are available.

The number and similarity of guidelines and work situations requires the employee to use judgement in locating and selecting the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of the several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

COMPLEXITY: The work consists of duties that involve related steps, processes and methods.

The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have to be selected from many alternatives. The work involved conditions and elements that much be identified and analyzed to discern interrelationships.

SCOPE AND EFFECT: The work involves the execution of specific rules, regulations or procedures, and typically comprises a complete segment of an assignment or project of broader scope.

The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

PERSONAL CONTACTS: The personal contacts are with employees within the immediate organization, office, project or work unit and in related or supported units.

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The contacts are with members of the general public in very highly structured situations, i.e., the purpose of the contact and the question of with whom to deal are relatively clear.

PURPOSE OF CONTACTS: The purpose is to obtain, clarify or give facts or information regardless of the nature of those facts, i.e., the facts or information may range from easily understood to highly technical.

PHYSICAL DEMANDS: The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending' crouching, stooping, stretching, reaching or similar activities; recurring lifting of moderately heavy items such as typewriters and record boxes. The work may require specific, but common, physical characteristics and abilities such as above average agility and dexterity.

WORK ENVIRONMENT: The work involved moderate risks or discomforts that require special safety precautions (e.g, working around moving parts, carts of machines; with contagious diseases or irritant chemical; etc.). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves of shields.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in the department, but such assignments do not include the on-going authority to assign and review the work of other employees or to recommend or take corrective action with regard to the performance of other employees.

MINIMUM QUALIFICATIONS: Knowledge of simple, routine or repetitive tasks or operations that typically include following step-by-step instructions and require little or no previous training or experience.