

## **Custodian**

Salary: \$10.50 to start

Includes IPERS (Iowa Public Employees Retirement System)

15-24 hours weekly

### **The duties and responsibilities of the Custodian include:**

- Maintain the cleanliness of the Library on a schedule determined by the Library Director, including:
  - Dusting
  - Window washing
  - Vacuuming carpets throughout the library
  - Cleaning restrooms throughout the library
  - Mopping floors
  - Trash disposal
  - Replacing light bulbs
  - Dusting for cobwebs throughout the library
  - Sweep, mop, and sanitize panel in elevator
  - Wipe down keyboards and computer stations daily
  - Keep an on-going inventory of supplies
- Outside work may include:
  - Picking up trash
  - Trimming and pulling weeds
  - Clear sidewalks of light snow & apply ice melt to icy sidewalks when needed
- Advise the Director when the second story windows need to be washed
- Check fire extinguishers for expiration dates once monthly
- Accompany the Facilities Committee and the Library Director on an inspection of the Library building and grounds at least once a year
- Advise the Director of any cleaning supplies or materials that need to be purchased in a timely manner
- Other duties as assigned by the Library Director

### **Suggested Minimum Qualifications:**

- At least 18 years of age
- Ability to perform the required duties
- Ability to lift 30+ pounds
- Ability to use ladders and other equipment to reach all library fixtures and areas
- Strength and stamina to perform required tasks of cleaning a public building

July 5, 2022