

**McHenry Public Library
Job Description**

Job Title: Custodian I

Reports To: Building Manager
Part/Full-time,

Date Created: April 18, 2015

Status: Non-exempt

Date Revised:

Summary:

Responsible for ensuring all library areas are well maintained and clean.

Essential Duties and Responsibilities include the following:

Interior of the Building

- Assist with routine tile and carpet care
- Complete outstanding work orders
- Set up Meeting Rooms according to requests
- Ensure all light bulbs are functioning and make replacements when needed
- Mark and identify hazards
- Clean rest rooms
- Empty waste basket and transfer to the dumpsters

Exterior of the Building

- Maintain cleanliness of grounds
- Ensure there is no litter
- Maintain landscaping
- Mow the lawn
- Remove snow from parking lot and sidewalks
- Ensure walkways are clear of hazards and ice

General

- Communicate effectively with library staff (written and oral)
- Attend the recommended amount of staff in-services
- Attend Custodial Department Meetings
- Consistently demonstrate and model essential competencies and key beliefs
- Other duties as assigned

Supervisory Responsibilities

None

Staff Values Translate into Service Excellence

Our library staff has a set of values that guide how we serve the community and should be reflected in everything we do, say and publish. We want to create a culture of positivity using 5 principles: Actions speak louder than words; Fairness; Warmth and Friendliness; Courtesy; and Trust; and Excellence in stewardship of public funds (efficiency, economy).

Key Beliefs

- It is recognized that every library user in this area has a choice as to what library they want to use - we want that choice to be the McHenry Public Library.
- Get the patron what s/he wants, how s/he wants it, on time and do it with courtesy and a smile.
- Display a positive, friendly, open and communicative attitude to all staff and patrons.
- Follow the Golden Rule. Always 'treat staff and patrons as you would wish to be treated' – with integrity, respect and courtesy.
- Everything you do in front of anyone (staff member and patron) means something (whether you mean it or not).
- Be solution oriented – don't use the rules of the library as artificial barriers to service; go the extra mile in assisting patrons; give equitable service proportional to individual circumstances.
- Use cooperation and teamwork, both inter and intra-departmentally, when assisting patrons and other staff or accomplishing tasks and follow-through on all activities; value each other's time.
- Be responsible and proactive for your own training, understanding your job and understanding you place in the library.

Qualifications

- High school graduate or G.E.D.
- Previous experience not required, 4-6 months preferred
- Knowledge of ground maintenance helpful
- Valid driver's license, experience in driving pickup/snowplow and forklift desirable; ability to drive, use snow plow, scissor and fork-lift, operate battery/gas powered lawn/snow equipment including riding/push mowers required

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk, hear and see. The employee is frequently required to sit, stand walk and reach with hands and arms. The employee will occasionally lift, push up to 50 pounds or push, pull or move up to 150 pounds.

Work Environment

The noise level in the work environment is usually moderate.

ADA Disclaimer

Nothing in the job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.