



Part-time Custodian

ACCEPTING APPLICATIONS

Until position is filled

TO APPLY: Email your resume to info@stclibrary.org or deliver it to the library in person or by mail - St. Clairsville Public Library, 108 W. Main St, St. Clairsville, OH, 43950.

Responsible for cleaning and maintaining the library building and grounds in order to present a welcoming and attractive environment for library patrons and staff, and to protect and preserve the library's investment in its physical plant.

Essential Job Duties and Responsibilities: To perform this job successfully, an employee must be able to satisfactorily perform each essential work task listed below.

- Cleans library building, equipment, fixtures, and furniture using cleaning equipment and products appropriate to specific tasks. Follows a cleaning and maintenance schedule to provide consistent attention to all areas of the library and grounds.
- Performs custodial tasks as instructed, such as: changing light bulbs; clearing steps and sidewalks of snow; moving furniture and equipment; performing regular safety checks; painting; and other repair and maintenance tasks.
- Works to ensure the safety of the facility and grounds. Follows all OSHA laws and safety requirements. Notifies supervisor of any safety problems or situations that need attention. Works with vendors as directed to ensure safe and effective maintenance and repairs are completed.
- Perform other duties as assigned.

Required Knowledge, Skills and Abilities:

- Shows positive attitude and service orientation.
- Knowledge of proper cleaning techniques and storage of cleaning materials.
- Knowledge of the methods, tools and equipment used in building and grounds maintenance.
- Knowledge of safety practices and requirements for cleaning and maintenance.
- Ability to make minor repairs effectively.
- Ability to perform tasks efficiently and with attention to detail.
- Ability to work independently and as part of a team.
- Ability to understand and adhere to library policies, procedures, and practices.
- Ability to follow instructions accurately and communicate clearly with library staff and the public.
- Ability to read and understand printed and on-screen information.

Qualifications:

- Graduation from high school and prior experience cleaning and maintaining a building open to the public, or equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Must pass a background check.
- Must abide by the library's drug abuse policy.

Other Work Considerations:

- Physical mobility and stamina is required; as is the ability to lift, carry, and move up to 50 pounds; and to work from ladders.
- May require irregular hours, including evenings and weekends. Hours may be modified by Supervisor or the Director.

Usual Physical Demands:

- The physical demands referred to above are typically exhibited when performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the Library, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA-related disability.