



**Job Description**  
**Gallia County District Library**  
**Dr. Samuel L. Bossard Memorial Library**

**Position Title:** Custodian

**Department:** Facilities and Grounds

**Job Classification:** Non-Exempt

**Immediate Supervisor:** Facilities and Grounds Manager

**Position Description:**

Under the supervision of the Facilities and Grounds Manager, the Custodian assists in ensuring that the physical facilities, grounds, and vehicles owned by the library are adequate, safe, and hospitable for patrons and staff.

**Minimum Qualifications:**

- High School Diploma or equivalent required.

**Other Requirements:**

- A valid, state-issued driver's license and safe driving record is required to operate the library-owned vehicle.
- Must have access to a vehicle.
- Must pass successful background check.

**Essential Functions and Responsibilities:**

*Maintains overall order and cleanliness of all library property by performing custodial duties including, but not limited to, the following:*

- Performs opening and closing procedures.
- Sweeps, mops, and buffs floors.
- Vacuums and cleans carpeting and resilient flooring.
- Moves and rearranges furniture, as needed.
- Dusts and cleans furniture, woodwork, shelving, fixtures, and equipment.
- Cleans all areas of library facilities including, but not limited to, hallways, stairways, rooms, offices, floors, walls, ceilings, windows, office equipment and furniture, light fixtures, public and staff restrooms, staff lounge/kitchen, public desk areas, and library vehicles.
- Stocks public and staff restrooms.
- Replaces lights by using ladder; adjusts shades and blinds.
- Paints and/or wallpapers interior walls and miscellaneous components.
- Assists Facilities and Grounds Manager with minor repairs at library's rental unit.
- Observes and reports needed repairs to supervisor.
- Retrieves book drop, as needed.

- Performs general landscaping work, including watering, planting, and maintaining flowers and shrubbery.
- Keeps parking lots and entry ways clean and free of debris, leaves, and trash.
- Applies ice melt on sidewalks and walkways, as needed.
- Removes trash from library facilities and grounds, including parking lot areas.
- Maintains order and cleanliness of work area(s), garage, building, and storage areas, with a focus on safety.
- Returns supplies, equipment, and tools to their designated places after each use.
- Tracks and keeps inventory of custodial supplies; submits reordering requests to supervisor in a timely manner.
- Documents departmental activity, as requested.
- Provides assistance to staff in moving furniture and assembling office furniture.
- Assists in transporting items by hand or cart inside and/or outside the library building(s).
- Assists in training new facilities and grounds staff, as directed and requested.
- Attends outside meetings, when requested and required.
- Assists in set-up and tear-down of library programming areas.
- May participate in library-wide committees or projects.
- Performs job safely in accordance with library safety procedures.
- Adheres to the proper chain of command, supporting and enforcing all library policies, OSHA/PERPP regulations, health and safety regulations, and guidelines.
- Consistently presents the library and its services in a positive manner and adheres to customer service guidelines and procedures as established by the library.
- Complies with the established rules of operation, procedures, and policies when using library computers, peripheral hardware, and software.
- Maintains confidentiality.
- Actively supports library goals and objectives as adopted by Library Administration and the Library Board of Trustees.
- Performs other tasks as needed and required.

### **Knowledge, Skills, and Abilities:**

- Working knowledge and skill of custodial work.
- Knowledge of standard safety rules, including fire prevention.
- Ability to provide own transportation to work, as required.
- Ability to determine proper tools and supplies to use in order to safely and efficiently perform work.
- Ability and willingness to understand and efficiently carry out oral and written instructions, and to follow through on numerous details in an orderly, systematic fashion.
- Ability to work under minimum supervision.
- Ability to recognize emergency situations and act accordingly.
- Ability to apply sound judgment, resolve problems, and make effective decisions.
- Skill in organizing and prioritizing multiple tasks.
- Ability to follow emergency procedures to provide security for the library's patrons and staff.
- Ability to establish and maintain effective working relationships with fellow staff members, vendors, government personnel, and other service providers.

- Ability to read, write, and speak English and communicate effectively and respectfully in both oral and written forms, with library staff, patrons, vendors, and contractors.
- Must follow all library policies, procedures, and guidelines.
- Must model good work habits for others (i.e., limits personal phone calls while on duty; is punctual for work).
- Must be able to work a flexible schedule, including day, evening, and weekend hours.
- Ability to use the phone and basic office equipment.
- Ability to effectively use a computer in order to read work-related email and perform other assigned tasks.

**Physical Requirements and Work Environment:**

- Regular contact is made with employees, vendors, outside building maintenance services personnel, and the general public.
- Work requires occasional lifting of up to 50 pounds and ability to move/push/pull up to 50 pounds of weight.
- Work includes exposure to chemicals and vapors, debris and dust, hazardous waste products, unpleasant noises, messes, odors, heat and cold, and other uncomfortable conditions.
- Use of cleaning chemicals, custodial and other equipment and materials, as required.
- Use of computer and other office equipment, as required.
- Indoor and outdoor work environment in a variety of temperatures and weather conditions.
- Must be able to frequently perform repeated reaching, bending, squatting, stooping, and work in confined spaces, as necessary.
- Must be able to safely climb on ladders.
- Will be required to walk or stand for extended periods of time.
- Ability to sit in a chair at a desk at a computer while checking work-related email and documenting departmental activity.