

# **ADAMS COUNTY PUBLIC LIBRARY**

## **SECTION 2.880 – CUSTODIAN** (adopted 9/14/05)

A custodian is responsible for keeping an assigned library facility clean, safe, and healthy for the staff and public in a manner acceptable to the Public Service Team Leader and the executive director.

### **Knowledge Base and Experience:**

- Successful experience in custodial or a comparable type of work.
- Demonstrated behaviors that match the library's core values of positive approach, dependability, and team-oriented.
- Mobility and dexterity sufficient to perform all duties of the position.
- A valid driver's license and reliable personal transportation available.

### **Responsibilities and Duties:**

- Checklist schedules
  - o Daily
    - Floor surfaces including exterior entryways.
    - Public work surfaces, including circulation desktop.
    - Restrooms, water fountains, public door handles, and graffiti.
  - o Weekly
    - Glass doors, glass walls, and switch plates.
    - Furnace rooms and cleaning equipment.
  - o Monthly
    - Furniture, equipment, doors, and frames.
    - HVAC filters and cleaning supply inventory.
  - o Quarterly
    - Exterior windows (inside).
    - Shelving, sills, moldings, ledges, picture frames, etc.
- General cleaning
  - o Empty trash receptacles, replace liners, and deposit waste into exterior container.
  - o Damp clean tabletops, circulation desktop, and other public work surfaces.
  - o Damp clean glass surfaces, switch plates, doors and frames.
  - o Dust, clean, or polish furniture and cabinets as appropriate.
  - o Dust shelves, sills, moldings, ledges, picture frames, duct work, etc.
  - o Sanitize water fountains and public door handles.
  - o Scrub and clean graffiti and other use marks using appropriate cleaners.
  - o Clean library equipment as directed by library staff.
- Restroom care
  - o Adjust wall heater temperature (as needed in winter).
  - o Check flushing operations and floor drain capacity.
  - o Clean walls, doors, and partitions as needed.
  - o Refill dispensers (soap, towels, and tissue).
  - o Clean and sanitize all restroom fixtures, handles and glass surfaces.
  - o Sanitize waste receptacles as needed.

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## **SECTION 2.880 – CUSTODIAN ... cont'd**

- Floor care
  - o Spot clean gum, mud, marks, stains, etc. promptly.
  - o Thoroughly scrub grout to keep tile floors clean and bright.
  - o Sweep, dust, and damp mop hard floors to a clear rinse.
  - o Spot clean carpets and floor mats promptly with "dry" shampoo.
  - o Vacuum and deodorize all carpeted areas.
  
- Other duties
  - o Clean and organize furnace rooms; change HVAC filters.
  - o Monitor operation of cleaning equipment; e.g., sweeper filters and bags.
  - o Inventory cleaning supplies and report needs to the Public Service Team Leader.
  - o Report unusual conditions and need for repairs to the Public Service Team Leader.
  - o Record arrival and departure times accurately and file reports promptly.
  - o Perform additional duties as assigned by Public Service Team Leader, executive director, or the board of trustees.

**Supervision exercised:** None

**Supervision received:** Public Service Team Leader or Executive Director

**Classification:** Nonclassified; hourly; nonexempt

**Schedule of hours:** Duties are performed when building is closed to the public; requires early morning, evening, or weekend hours.

**The above statements are intended to describe the general nature and level of work that is to be performed by personnel classified as a custodian. The statements are not intended to be an exhaustive list of all responsibilities and duties that might be required of persons assigned to this position.**