

Goffstown Public Library Job Description

CUSTODIAN

Grade/Classification: Non-exempt part-time position.

Job Description: Performs cleaning and general maintenance of the Library building.

Accountability: Reports to Library Director or other senior staff. There is a six-month probationary period and performance reviews are scheduled annually.

Equipment used: Vacuum cleaner, mops, brooms.

Summary of Occupational Exposures: Floor, carpet and bathroom cleaners, cleaning agents and solvents.

Environment: Inside 98% Outside 2%

Normal hours of duty: As scheduled, daily before usual Library business hours.

Duties and Responsibilities

The following activities are essential to this position:

- Maintain appearance and cleanliness of floors, carpets, furniture and walls in the Library building.
- Empty trash and recycling receptacles; clean and deodorize regularly.
- Maintain clean and sanitary conditions in bathrooms.
- Maintain cleanliness of glass and mirror surfaces, doorknobs, railings, counters, tables, desks and door handles.
- Police the outside of the Library building daily for litter and dispose properly; empty outside trash can.
- Maintain supplies in bathrooms and staff room; inform Library Director when supplies are needed.
- Dust furniture, window sills and shelving as determined by Cleaning Schedule.
- Replace fluorescent bulbs as needed throughout building, on the exterior of building and flood lights on lawn sign.
- Clean lenses on light fixtures as needed.
- Follow Cleaning Schedule as determined by the Library Director.
- Perform other related duties as assigned.

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TRAINING, SKILLS, EXPERIENCE

High school diploma or GED required. Six months to one year custodial experience required; may be waived by Library Director.

OTHER CONSIDERATIONS AND REQUIREMENTS

Job requires some lifting, frequent walking and stair climbing, along with the ability to climb on stools and ladders to perform duties. Ability to listen, understand and interpret staff and Building Supervisor requests and questions critical. Sight is necessary for performing tasks effectively. Ability to work cooperatively and patiently with staff and town Building Supervisor; good verbal and written communication skills.

Attached: physical activities requirements

Approved by the Library Board of Trustees, 2/16/2011