



PHELPS COMMUNITY MEMORIAL LIBRARY
8 BANTA STREET, SUITE 200, PHELPS, NY 14532
(315) 548-3120 ♦ WWW.PHELPSLIBRARY.ORG

LIBRARY CUSTODIAN

DESCRIPTION

This job consists of routine work to maintain the cleanliness of the Phelps Library. Under the supervision and general direction of the Library Director, this employee performs cleaning and maintenance functions at the Phelps Library. Work is evaluated through observation while work is in progress and by inspection of completed assignments.

ESSENTIAL JOB FUNCTIONS

- Maintain general cleanliness of the library facilities (e.g. cleaning bathroom, vacuuming, furniture resets, disinfecting appropriate areas, etc.)
- Requires extensive walking, stooping, pushing, carrying, climbing, bending and lifting
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of cleaning materials and equipment
- Knowledge of the English language so as to understand operating instructions for cleaning equipment and materials and safety and accident prevention
- Ability to communicate effectively in writing and orally
- Ability to pick up and carry 65 pounds
- Ability to stand for prolonged period of time
- Ability to willingly attend and participate in training sessions
- Ability to learn and practice acceptable cleaning methods
- Interact positively with staff, volunteers, library patrons, and community
- Performs other duties as assigned.

EMPLOYEE SAFETY

This employee is responsible for the use of safety devices and protective equipment in order to minimize the frequency and severity of work-related accidents. The employee is responsible for using safe practices and methods in the operation and supplies related to their job. The employee is further responsible for correcting any conditions within the building or grounds that may be hazardous to employees, volunteers, or staff assigned to the building and reporting same to the appropriate administrator.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE

Completion of the ninth grade.

REQUIRED LICENSES AND CERTIFICATES

None

OTHER DESIRABLE QUALIFICATIONS

Some experience in general cleaning of facilities.