

CHARLES COUNTY PUBLIC LIBRARY

Mission: The Charles County Public Library creates opportunities for the community to engage, discover, and learn.

Vision: We are the trusted source for connecting everyone to endless possibilities.

Job Title: Custodial Worker II

Salary Classification: 4

FLSA: Non-exempt

(Fair Labor Standards Act)

Approved Date: 4/6/2017

Job Summary:

Performs a variety of custodial duties within the library under direct supervision of the Branch Manager. Responsibilities include keeping facilities, furniture, and all equipment clean and in good repair; may oversee distribution of supplies to other branches.

Essential Functions:

(Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

1. Cleans and maintains library facilities, furniture and equipment.
2. Orders cleaning and other supplies for the library.
3. Reports building problems and safety hazards as discovered.
4. Follows up on internal work orders and reports requests for work orders.
5. Physically moves boxes, equipment, furniture, and book shelves.
6. Performs minor repair work as needed.
7. Maintains carpet and floors.
8. Maintains records as required.
9. Assists with book sales as needed.
10. Assembles furniture.
11. May attend meetings and participate in committees and organizations that further the Library's mission and goals.
12. Responsible for using safe practices and methods in the operation and supplies related to job.
13. Responsible for correcting any conditions within the building or grounds that may be hazardous to employees, patrons, and customers.
14. Performs other duties as assigned.

General Work Standards:

Employees will demonstrate the following qualities at all times:

- Displays good customer service skills to both internal and external customers: smiles and is approachable; acknowledges customers; is courteous; responds to customer requests.

- Displays positive work habits: is supportive and assists co-workers; is prepared and aware of daily activities; is prompt; carries share of workload; maintains orderliness of public and work areas; shows accuracy, neatness and efficiency; makes productive use of time.
- Utilizes good communication skills, both oral and written, with staff and customers: listens attentively; responds with accurate information; answers correspondence promptly.
- Displays professional attributes: exercises confidentiality; is dependable; promotes library in a professional manner; adheres to intellectual freedom ethics of the library profession; demonstrates willingness to learn new skills.
- Follows appropriate work place practices: follows the chain of command and keeps supervisors informed promptly; addresses issues at the lowest level; follows the policies outlined in the employee handbook; follows procedures outlined in the procedures and emergency manuals.

Job Specific Performance Standards:

Employees are expected to meet the following performance standards:

- Effectively maintains the library's neat and clean appearance;
- Sweep, mop, wash and vacuum floors.
- Inspect areas for cleanliness, mechanical failures, and other inappropriate conditions.
- Perform general cleaning duties; empty trash buckets; dust and polish furniture; wash windows and walls; clean restroom fixtures, sinks and commodes; replenish restroom supplies such as paper towels, tissues and soap
- Consistently makes necessary repairs and is alert to problems and reports them to supervisor in a timely manner;
- Uses appropriate supplies and cleaning procedures;
- Accurately orders all supplies for the library buildings in coordination with the county public facilities;
- Assembles furniture and moves equipment as required.

Required Knowledge, Skills, and Abilities:

The employee is expected to perform or possess the following:

1. Ability to gain working knowledge of Charles County Public Library's policies and procedures.
2. Ability to learn and practice acceptable cleaning methods.
3. Ability to act as a representative of Charles County Public Library's to the public.
4. Ability to master procedures related to ordering and distributing supplies.
5. Ability to keep all relevant parties informed of all repair issues.
6. Demonstrates sound judgment when making decisions.
7. Knowledge of cleaning equipment and supplies.
8. Ability to operate relevant equipment as needed for physical furniture moves and cleaning.

Education and Experience:

1. High School Diploma or GED.
2. One year's related experience

Physical and Environmental Conditions:

Work requires routine physical effort in the handling of moderately heavy materials of up to 100 pounds. Work requires standing for long periods of time and stooping and bending.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, libraries, classrooms or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls and observance of fire and building safety regulations.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

This and all Charles County Public Library positions are subject to transfer.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I have read and understand this job description.

Employee Signature

Date