

**St. Joseph County Public Library
Job Descriptions**

Position Title: Substitute Custodian
Level/Status: 4/Non Exempt
Starting Rate: \$10.10, hourly
Agency: Facilities
Location: Main Library or any of the Branch Libraries, as needed.

Experience:

- General maintenance and custodial experience.

Hours:

- Availability to work mornings, afternoons, evenings, weekends.

Requirements:

- Possess reliable transportation.
- Reachable by telephone.
- Wear and maintain the custodial uniform of the Library in a clean, neat, and orderly appearance on a daily basis.
- Physical agility and strength to bend, reach, lift, and move objects (up to 75 lbs.) and to stand and walk for long periods of time. Work in a variety of conditions both indoors and out.
- Must be dependable and have a sense of responsibility.

Ability to:

- Perform work according to acceptable standards.
- Work safely without presenting a direct threat to self or others.
- Model excellent customer service relating both to patrons and to Library staff.
- Work harmoniously with other employees and supervisor.
- Work with minimum supervision after training.
- Accept and manage change.
- Exercise initiative, be enthusiastic, creative, flexible, energetic, value diversity, and possess a sense of humor.

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Essential Job Duties

Working under the direct supervision of the Facilities Manager or other designated Supervisor, the person in this position will be expected to be available to work any shift, and to do the essential routine tasks of the custodian at the location assigned as follows:

1. Participate fully in the cleaning and maintenance of the library including: cleaning and disinfecting restrooms, emptying trash, hard floor, and carpet care, vacuuming, setting up and taking down meeting rooms, and replenishing any necessary supplies.
2. Perform outside maintenance, including blowing/shoveling snow and groundskeeping.
3. Empty curbside book/video drops when needed.
4. Perform minor repairs.
5. Respond to building emergencies.
6. Help with unpacking daily delivery
7. Perform other duties as assigned.