

## **ASSISTANT CUSTODIAN**

### **Full Time**

#### **Job Summary:**

Assist the Custodian Supervisor with the maintenance, cleaning and repairs of Library buildings and property. Position reports to the Custodian Supervisor.

#### **Minimum Qualifications:**

Some previous experience in maintenance, housekeeping and basic mechanical knowledge. A clean driving record.

#### **Required Competencies:**

- Knowledge of good housekeeping procedures for daily, weekly and seasonal cleaning.
- Self-starting individuals who take pride in their work and the appearance of building, with the ability to work with limited supervision. Basic knowledge of HVAC systems, plumbing, and other mechanical, electrical and technical areas of buildings recommended for repairs, maintenance and advise on appropriate outside contractors.
- Ability to establish and maintain effective working relationship with co-workers.
- Ability to learn and follow the general rules, regulations and procedures of the library system.
- Ability to understand and follow written and oral instructions.
- Requires physical agility and strength to bend, reach, lift and carry (up to 50 lbs).

#### **Essential Duties:**

- Be a collaborative team member, sharing responsibility for building supervision, working towards ensuring the proper maintenance and organization of the library, and in helping the library provide a welcoming, comfortable, and safe place for the community.
- Makes sure Emerson and all branches are cleaned on a daily basis, sanitary supplies are stocked, and the outside of facilities are well maintained. Special emphasis on restrooms being clean and well stocked throughout the day.
- Maintain facility equipment and grounds or advise on outside contractors for maintenance/service.
- Help supervise delivery of materials to and from Branches, and any other locations on route.
- Pick up trash inside building and on property, and place in bin.
- Help maintain and service Library Van.
- Report any problems or issues that are observed.
- Set up or change rooms for meetings.
- Performs related work as required.