

# **CRAWFORD COUNTY LIBRARY**

## **Policy Manual**

### **Policy No. 310**

#### **Subject: Custodian/Maintenance**

##### **BASIC FUNCTION:**

To maintain and prepare a clean and safe library facility for public use throughout the year and perform small repairs and assembly when needed.

##### **EDUCATION, TRAINING AND ABILITIES:**

Requires a high school diploma and six months of related experience and training which provides the required knowledge, skills and abilities. Must possess high level of verbal and written communication skills.

##### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of basic commercial cleaning, building and grounds maintenance methods, techniques and procedures; tact and courtesy; ability to work in a team environment, exercise sound judgment. Ability to work unsupervised and to follow oral and/or written instructions. Ability to communicate effectively. Physical ability and stamina to perform typical duties.

##### **CHARACTERISTICS, DUTIES AND RESPONSIBILITIES:**

- Performs basic building and grounds maintenance.
- Walk through of interior and exterior of building to assure cleanliness and safety.
- Promptly communicates to the Library Director recommendations of needed repairs to facility, and repairs or replacement of equipment.
- Keeps the sidewalks and emergency exits free of snow and ice during the winter.
- Replaces light bulbs as needed.
- Cleans and repairs library equipment and furnishings as needed.
- Prepares all library trash and recyclable materials for pick up.
- Maintains library environment to ensure cleanliness and safety for all patrons.
- May be responsible for opening and closing library facilities; securing facility and monitoring equipment effectively.
- Performs related work as required.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

**TERMS OF EMPLOYMENT:**

Part-time. Work schedule to be determined by the Crawford County Library Director.

**EVALUATION:**

The Crawford County Library System is an 'at will' employer in accordance with the Employee Personnel Manual.

**ADOPTED:** March 26, 2002

**REVIEWED:** April 10, 2008, May 8, 2008, October 8, 2015

**AMENDED:** May 8, 2008, October 8, 2015