

Manhattan Public Library

Job Description

Job title: Custodian

Department: Maintenance

Exempt: No

Salary grade: C

Reports to: Maintenance Manager

Supervisory responsibilities: No

Summary: Helps to make the library a welcoming place for a diverse community by performing cleaning duties. Custodians ensure the buildings are tidy, clean and well-maintained by sweeping, moping and vacuuming floors, and dusting surfaces cleaning walls, ceilings, windows and other surfaces.

Mission Statement

Manhattan Public Library connects the community to a world of ideas and information by inspiring readers of all ages, bringing technology's benefits to everyone, and providing a comfortable, welcoming place for all.

Diversity, Equity, Inclusion, and Belonging Statement

At Manhattan Public Library, everyone is respected. The Director and staff are committed to offering collections, programs, and services that support the entire community. We oppose discrimination of any kind, including on the basis of age, race, religion, ability, sexual orientation, gender identity and expression, or socioeconomic status. At Manhattan Public Library, we understand that diversity, equity, inclusion, and belonging are essential to offering our community an intentionally robust and enriching experience. All are welcome at Manhattan Public Library.

Essential competencies that apply to all library employees:

- Demonstrates enthusiasm for providing service excellence.
- Shows commitment to customer satisfaction.
- Develops and maintains positive relationships with internal and external customers.
- Represents the library in a positive and ethical manner.
- Works cooperatively with managers and co-workers.
- Demonstrates a commitment to diversity, equity, inclusion, and belonging.
- Shows a capacity for grasping concepts and asks questions to gain further understanding.
- Communicates effectively orally and in writing.
- Effectively uses computer/technology skills for the position.
- Cross-trains in other areas of the library as appropriate.
- Completes work assigned on time and to the defined quality.
- Demonstrates prompt and regular attendance.
- Shows that essential job functions can be performed with little or no supervision.
- Complies with library policies and operational procedures.
- Complies with safety and security standards; keeps workplace safe and clean.
- Shows flexibility and adaptability.
- Shows initiative by acting independently to provide solutions to problems, seek additional responsibilities, and practice self-development.

Essential duties:

- Vacuums carpeted areas, sweeps and mops tile floors.
- Cleans and disinfects bathrooms.
- Dusts and wipes off tables, shelves, window sills as needed.
- Secures building before closing each day.
- Picks up trash or safety hazards on library grounds and treats grounds as needed to prevent hazards (ice melt in winter, etc.).
- Unlocks the doors when the library opens to the public.
- Processes outgoing trash.
- Waters plants weekly.
- Responds to requests by library staff for custodial support and cleaning supplies.
- Performs equipment checks.

- Performs building security tasks, ensuring doors are locked, equipment is put away, and conducts safety checks.
- Performs basic mechanical and electrical repairs as needed.
- Operates and maintains various types of light and heavy machinery for completion of job duties.

Education desired:

- High school diploma or equivalent.

Experience desired:

- One year custodial or maintenance experience.

A combination of education, training, and experience which provides the required knowledge, skills, and abilities to successfully perform the job may be considered.

Special knowledge, skills, and abilities needed to perform the essential functions of the job:

- Ability to operate a PC and relevant computer software.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, fractions, percentages, ratios, and proportions to practical situations.
- Ability to organize time and resources, define problems and deal with a variety of situations, maintain self-control, adapt to stressful situations, use good judgment, effectively solve problems, plan work and establish priorities.
- Ability to respond to urgent situations and deadlines.

Physical and mental factors needed to perform the essential functions of the job:

- Move up to 50 pounds.
- Ability to move cleaning carts and trash receptacles weighting up to 75 pounds.
- Ability to operate cleaning equipment including mops, industrial cleaning equipment such as vacuum cleaners, and floor scrubbers.
- Move about to access work space, file cabinets, shelving, office machinery, to access offices, non-public spaces, and public service areas, etc., that are in the scope of the job responsibility.
- Operate standard office equipment. including but not limited to computer, tablet, printer, copier, fax, phone, email, or other technology.
- Communicate in order to express oneself and exchange information.
- Detect the physical environment in order to traverse throughout the building, perceive safety concerns, and respond to emergency situations.
- Environmental factors include working in an awkward or confining workspace, in continuous or intense noise, in an environment containing air contamination (i.e. dust, fumes, odors, etc.), high or low temperatures, in a dirty environment (situations in which clothing easily becomes dirty).
- Learn new tasks, remember processes, maintain focus, complete tasks independently, make timely decisions in the context of a workflow, ability to communicate, ability to complete tasks in situations that have a speed or productivity quota.

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

Duties and responsibilities, as required by business necessity, may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments may be changed at any time as required by business necessity.

A criminal background and reference check is required for all library positions.

Employees who work 1000 hours per year are required to participate in the Kansas Public Employees Retirement program (KPERs).
