Position Title: Library Custodian

Typical Responsibilities: Under the supervision of the Library Director, the Custodian is responsible for maintaining a clean, comfortable, and safe environment for library patrons, staff, and volunteers.

Work Schedule: Part-time; up to 10 hours per week, consisting of a combination of mornings, evenings, and weekends; may vary to accommodate the needs of the library; schedule designated by the Library Director

Salary: Beginning salary for part-time Library Custodian is $7.50/hour

Application Information: Cover letter, resume, and three references submitted to Library Director at time of application. Applications can be scanned and e-mailed to jobs@punxsutawneylibrary.org or mailed to: Jessica Church c/o Punxsutawney Memorial Library 301 East Mahoning Street, Suite 4 Punxsutawney, PA 15767 Questions about the position can be e-mailed to jobs@punxsutawneylibrary.org or contact Jessica Church at 814-938-5020. Position will remain open until filled.

Basic Qualifications: - At least 18 years of age. - High school education or equivalency diploma. - One year work experience. - Able to interact with public and co-workers in a friendly manner, while exercising patience, follow-through, and a high quality of customer service. - Relevant combination of education, experience, and training. - Ability to successfully pass and maintain the following clearances: (1) PA State Police Criminal Background Check; (2) PA Child Abuse History Certification, and (3) FBI Criminal Background Check.

Preferred Qualifications: - Custodial or janitorial experience - Knowledge of cleaning techniques, tools, and cleansers - Experience with handling a variety of general building maintenance issues

Duties/Responsibilities: Establishes and maintains schedule of routine, janitorial, and general maintenance work required to keep up appearance and safety of library facilities and performs these custodial routines on a regular basis. Duties to include, but are not limited to: - Vacuum, sweep, and mop floors. - Clean and maintain furniture in public and staff areas. - Clean glass windows and doors. - Clean restrooms and change out supplies as needed. - Take out trash and recycling.
- Dust all surfaces, including bookshelves.
- Assist in the seasonal maintenance of outdoor areas.
- Tidy areas, including in the Children's library.
- Launder rags, dust mops, table cloths, soft toys, and furniture as needed.
- Replace batteries in building devices, like smoke alarms/clocks, as needed.
- Assist with preparation of spaces for library events, programs, or projects or for outside meetings or groups as directed.
- Report to the Library Director any areas of the library which may need further special cleaning or maintenance attention.
- Works with Library Director to recommend and maintain inventory of cleaning equipment, janitorial, and other building supplies.
- Other duties as assigned by the Library Director.

**Knowledge/Skills/Abilities:** Detailed instructions and close supervision are received during training and on new assignments, but routine assignments are carried out independently. Use of individual initiative and good judgment, based on established policies and procedures, is expected.
- Ability to understand and follow written and oral instructions.
- Attention to detail.
- Prioritize tasks within work environment, and stay organized and on task.
- Work independently and take initiative to successfully complete duties.
- Work together with other employees to provide quality services to customers.
- Tact and courtesy in dealing with staff and public. Ability to create courteous, pleasant first impression of the library.
- Flexibility to deal with multiple and extra unexpected tasks.
- Able to work with minimal supervision individually as well as with others and regularly takes personal initiative to execute work responsibilities.
- Ability to use a computer, e-mail, and office software as well as a copier.

**Physical Demands:**
- Frequently required to reach with hands and arms; stand; walk; sit; use hands to finger, grasp, handle, feel or operate objects, tools, or controls.
- Lift or move up to 50 lbs; push a book cart, flatbed, or dolly up to 100 lbs.
- Constant movement through walking; using stools, step-ladders, ladders, and stairs; pushing; pulling; lifting; carrying; stooping; crouching; reaching; and balancing.

**Work Environment:**
- The work characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- The noise level in the work environment will vary.

**Personal Attributes:**
- Ability to deal with associates and the public in a courteous manner.
- Neat, personal appearance.

This job description is not, nor is it intended to be, a complete comprehensive statement of all duties, functions, and responsibilities which comprise of this position.