



JOB DESCRIPTION
ANDERSON PUBLIC LIBRARY

Job Title:	Maintenance Custodial Assistant
Department:	Maintenance Services
FLSA Status:	Non-Exempt
Employment Status:	Part or Full time
Pay Grade:	10
Supervisor's Title:	Maintenance Manager
Last Revision:	December 2023

Job Summary: The Maintenance Custodial Assistant performs custodial and cleaning services for the library. Maintains overall order and cleanliness of library facilities.

Essential Job Duties:

1. Performs custodial tasks including vacuuming carpets, sweeping and mopping floors, cleaning and supplying restrooms, removing trash, dusting and cleaning furniture and shelves, glass and window cleaning, and cleaning kitchen facilities. Uses appropriate cleaning chemicals for job tasks and follows safe-handling precautions.
2. Sets up and breaks down meeting room furniture and equipment for in-house programming according to meeting room schedule and instructions.
3. Follows correct operating and maintenance procedures for equipment and machinery used and reports equipment problems to department manager.
4. Opens and/or closes and secures library buildings promptly according to schedule.
5. Removes snow and ice from entrances, walkways, and parking areas in inclement weather and salts areas for safer walking.
6. Performs outdoor duties, including mowing, trimming, watering, and litter removal, when assigned.
7. Accepts deliveries in dock area and helps unload deliveries as needed. Delivers items to appropriate library departments.
8. Transports materials between library facilities and other locations.
9. Maintains supply inventories in designated work areas and locations.
10. Responds to building alarms quickly and assists customers and staff in following emergency procedures. In case of fire alarm, helps identify source in building.
11. Maintains safe and orderly environment in staff work areas, putting supplies and equipment in order after use and following proper storing and handling of chemicals procedures.
12. Complies with Anderson Public Library's policies, procedures, rules, guidelines, requirements, standards, principles, and practices applicable to the job, including [but not limited to] work scheduling and attendance, customer service, use of Library property and equipment, personal and professional conduct, and confidentiality.

13. Performs other duties as assigned.

Job Education and Experience:

- Education: High school diploma or equivalent is preferred.
- Certifications or licensure: None.
- Years of relevant experience: 0 years is required. 2 years is preferred
- Years of experience supervising: None.
- A valid driver's license, automobile insurance, and reliable personal transportation is not required.

Job Knowledge, Skills, and Abilities:

1. Knowledge of a variety of cleaning chemicals and their appropriate usage.
2. Skill in customer service.
3. Skill in operating routine custodial, cleaning, and lawn equipment.
4. Skill in light maintenance work is preferred.
5. Skill in event and meeting room set-up including audio-visual equipment is preferred.

Work Environment:

Requires frequent contact with staff and customers. While performing the duties of this job, the employee is frequently [1/3 to 2/3 of work time] required to be exposed to fumes and toxic and/or caustic chemicals typically present in insecticides and standard cleaning supplies. Occasionally [less than 1/3 of work time], the employee must work near moving mechanical parts, work in high or precarious places, and be exposed to wet or humid [non-weather] conditions, outdoor weather conditions, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

Physical Demands:

Typically performs work that requires sustained moderate to strenuous physical activity.

Specific vision requirements necessary for this job include close vision and distance vision.

While performing duties of this job, the employee is regularly required to:

- Frequently [over 2/3 of work time] sit and use hands to finger, handle, or feel; and talk or hear.
- Frequently [1/3 to 2/3 of work time] reach with hands and arms.
- Occasionally [less than 1/3 of work time] sit, stand, climb or balance, stoop, kneel, crouch, and/or crawl.
- Frequently [1/3 to 2/3 of work time] exert up to 50 pounds of force to lift or move objects and must occasionally [less than 1/3 of work time] exert up over 100 pounds of force to lift or move objects.

Equipment Used:

Equipment used may include tools and equipment commonly used in building and facilities maintenance, including but not limited to, vacuum cleaners, carpet extractors, other floor care equipment, repair tools, ladders, mowing/trimming equipment, snow/ice removal equipment, power washers, mechanical lift units, tractors, dollies,

utility and book carts, and job-specific technology and equipment.

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Core Values:

Good Stewardship	Open Access	Community Focus	Collaboration	Purpose Driven
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Acknowledgment:

I certify that I have read and understand the job description for my position. I understand the job description does not constitute an employment agreement and is subject to change at any time by the employer.

Employee Signature:

Date:

Manager Signature:

Date: