## Job Title: Janitorial Assistant

**Revised Date: April 6, 2018**

## Classification: Administrative Support

## Schedule: Hourly. Part time - average of 32 hours per week including days, evenings and weekend hours as needed, works the 16th of the month to the end of the month, off the 1st of the month through the 15th of the month.

**Performance Standards*:*** Performs duties in a friendly and courteous manner. Maintains a professional, businesslike approach to responsibilities. Adheres to Library policies and procedures. Cooperates with other staff, promotes teamwork, shares information and resolves conflict. Demonstrates adaptability to Library needs.

**Position within the library organization*:*** Entry-level support position primarily in facilities maintenance.

**Purpose of position*:*** Performs general cleaning and maintenance of library building, inside and outside according to OSHA safety standards. Maintains safe, clean, and comfortable library facilities through cleaning and minor repairs. Some grounds duties included.

# Reporting Relationships

Reports to Facilities Manager.

# Supervisory responsibilities - None

# Duties

The following responsibilities are intended to provide an overview of duties associated with the position, not an exhaustive list of specific requirements. Employees will be expected to perform related duties associated with the purpose of their position not described here.

**­­­Daily facilities maintenance**

1. Checks buildings and grounds for safety hazards.
2. Maintains floors, including stairs and halls, by vacuuming, sweeping, waxing, buffing and mopping.
3. Does routine cleaning of offices, public areas, rest rooms and staff lounge, dusting, polishing, emptying wastebaskets, sorting recyclables and removing trash and recyclables.
4. Assists with landscape maintenance on a seasonal basis at Main and branch, may include: trimming, pruning, transplanting trees and shrubs; fertilizing lawn, trees and shrubs; snow and ice removal; and washing windows.
5. Performs special tasks which may involve heavy lifting and moving of furniture and equipment, such as setting up meeting room, moving file cabinets, assembling of furniture, etc.

# Knowledge, Skills and Abilities

*Basic Competencies:*

1. Ability to learn the specific skills of the assigned position and attend training programs available for the position.
2. Ability to perform assigned duties with consideration for the safety of himself/herself, co-workers, and library users.
3. Ability to work pleasantly and knowledgeably with the staff and the public at all age levels.
4. Ability to give and follow written and oral instructions.
5. Ability to work independently and make decisions within established guidelines for the position.

*Special Competencies:*

1. Must have good stamina for daily, strenuous, physical work such as moving furniture and equipment, outside landscape work, shoveling snow, etc.
2. Ability to withstand various weather conditions and temperatures.
3. Work requires transporting work materials, operating cleaning equipment, climbing ladders, using chemicals, etc. Good flexibility for constant bending, stooping, pulling, pushing, climbing, reaching and lifting. Should be able to transport at least a 50-lb. load with or without reasonable accommodation.
4. Must be able to work some hours when the building is not open to the public, to include evenings and weekends.

# Education and Experience

*Required:*

1. High school diploma or equivalent.
2. Some light maintenance skills highly desirable. Willingness to learn and follow cleaning and maintenance procedures.

*Desired:*

Experience in cleaning, janitorial or maintenance work on the institutional level.