

## Library Cleaner

---

**Salary Range:** \$11.00-15.00/hour

**Required Education:** Completion of 8th grade education

**Desired Experience:** Work experience in cleaning services or related work

**Supervisor:** Branch Librarian or his/her designee

### Essential Responsibilities

- Maintain a clean and orderly library/office
- Maintain a complete supply of cleaning and restroom products

### Job Duties

- Perform general cleaning of library as directed
- Perform minor repair work as required
- Report major repairs needed to supervisor
- Keep supply room neat and orderly; report supply orders to supervisor
- Other duties as assigned by supervisor

### Required Skills

- Ability to work well with people, regardless of origin, age, sex, background or views
- Aptitude for detail
- Ability to read print materials in English
- Effective written and oral communication

**Work Environment:** Expected to work in all sections of the library, mostly indoors, in artificial light. Requires frequent walking, bending, kneeling, reaching, shoveling and lifting up to 50 pounds. Requires finger dexterity, good vision, and the ability to communicate clearly. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Required On-the-Job Training and Applicable GCLD Performance Standards Review** (to be completed within 1 month of hiring date) as found in the GCLD Orientation Checklist

### Additional Criteria for Evaluation:

Confidentiality, accuracy, thoroughness of duties, pleasant attitude, cooperative relationships with co-workers, reliability, initiative (self-motivation), flexibility, attendance and punctuality