

Job Description

Job Title: Library Cleaner
Job Code: Grade 10
Reports to: Branch Manager
FLSA Status: Non-Exempt
Department: Facilities

Summary: Maintains clean, orderly, and safe library facilities.

Essential Duties and Responsibilities: Other duties may be assigned.

- Facility and Library Environment
 - Adheres to all safety precautions and cleaning schedules specific to each location
 - Makes reasonable efforts to protect the safety of library users and staff and maintains order and cleanliness in the library by straightening furniture, rugs, and miscellaneous items
 - Dust and clean countertops, work surfaces, furniture free of materials, window sills and blinds, fireplace, light fixtures, shelves, chairs, trim and baseboards, doors and surfaces at 8' in height
 - Vacuum all carpeted areas of the library, changing bag when necessary. Vacuum stuffed furniture as needed
 - Clean and sanitize all tile floors including entryways, kitchens, bathrooms
 - Clean all glass surfaces, scraping off any residual tape. Includes doors, glass cabinets, windows, and bathroom mirrors
 - Removal of trash and/or recycling from kitchens, offices, bathrooms, community rooms, and all bins including paper shredders to outside receptacles
 - Clean and disinfect all bathroom surfaces including sinks, dispensers, toilets, countertops, floors and drains, and walls
 - Clean and disinfect all kitchen surfaces including sinks and drains, dispensers, countertops, fronts of cabinets and appliances, and floors
 - Uses the facilities log sheet to report and track building work orders, necessary repairs, and cleaning supplies
 - Maintains neat and orderly supply room and inventory
- Technology
 - Use of timekeeping system to track and approve hours worked

Competencies: To perform the job successfully, an individual should demonstrate the following competencies.

- Oral Communication - speaks clearly and persuasively in positive or negative situations; listens and gets clarification.
- Written Communication - writes clearly and informatively in English.
- Judgment - displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Professionalism - approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.
- Quality Management - demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- Technology Aptitude – familiarity with computers, integrated library and office software applications.
- Dependability - follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.
- Organizational Support – is familiar with organizational structure; follows policies and procedures; supports organization's goals and values; functions as a member of the library district team.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:** High School diploma or equivalent.
- **Language Abilities:** Ability to read, analyze, and interpret label instructions, policies, procedures, and governmental regulations in English. Ability to effectively present information to coworkers and supervisors and respond to questions both orally and written.
- **Computer Skills:** Knowledge of web-based applications, and contact management/e-mail systems.

Certificates and Licenses: No certifications needed

Supervisory Responsibilities: This job has no supervisory responsibilities.

Work Environment: The work environment characteristics described here 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 the essential functions.

- **Noise Level** in the work environment is usually moderate.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must regularly lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- While performing the duties of this Job, the employee is regularly required to use hands to manipulate, handle or feel; and talk or hear.
- The employee is frequently required to walk. The employee is frequently required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.
- The employee is occasionally required to shovel, sweep, and vacuum.