

VILLAGE OF SOMERSET LIBRARY CUSTODIAN

JOB DESCRIPTION

JOB TITLE: Library Custodian

REPORTS TO: Library Director

FLSA STATUS: Non-Exempt

POSITION SUMMARY: The Library Custodian is responsible for maintaining a clean, comfortable, and safe environment for library patrons.

PRIMARY FUNCTIONS/RESPONSIBILITIES:

- Establishes and maintains schedule of routine janitorial and maintenance required to **maintain a safe, sanitary, and welcoming library environment.** ~~keep up appearance and safety of library facilities and grounds~~
- **Performs routine cleaning of the library, including restrooms, floors, furniture, and windows.**
- **Maintains and restocks inventory of supplies, ensuring the availability of all necessary items.** ~~and reports needed supplies to supervisor.~~
- **Performs errands and tasks outside the library as needed to support operational and facility needs.**
- Perform landscaping duties, including weeding gardens and removing sidewalk snow and ice as necessary.
- Performs carpentry, electrical, painting, equipment and plumbing repairs of a minor or routine nature.
- Coordinates and plans for the work of contractors and inspectors **for major repairs and maintenance projects.**
- Responds to building emergencies during and after hours of library operation.
- **Complies with all safety regulations and procedures.**
- Other related duties that may be assigned from time-to-time.
- ~~Sets up meeting rooms (table and chair arrangements) for scheduled library events.~~
- ~~Performs maintenance and minor repairs or adjustments to equipment, lighting, plumbing, HVAC, and other systems.~~

QUALIFICATIONS:

The Library Custodian should have knowledge of custodial tasks, facility maintenance, and minor repairs, with experience using tools and ladders. Strong organizational and communication skills, the ability to work independently, a valid driver's license, **proficiency in English, and a high school diploma or equivalent are required.**

PHYSICAL REQUIREMENTS:

- Ability to stand, walk, bend, kneel, stoop and work at heights for extended periods.
- Ability to lift and carry heavy objects up to 40 lbs.
- Ability to tolerate exposure to fumes, odors and dust.
- Ability to work in various weather conditions.

~~This role requires exertion of up to 10 pounds of force and occasional lifting of up to 30 pounds. Regular activities include sitting, speaking, and hearing, with frequent standing, walking, stooping, kneeling, crouching, and reaching. Use of hands, arms, and repetitive motions is consistent in this role.~~

~~WORKING ENVIRONMENT:~~

~~Work is performed both indoors and outdoors and frequently requires independent tasks. Exposure to heights, fumes, odors, dust, mist, and gases may occur when applying cleaning supplies or performing maintenance.~~