

# **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.
- 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.
- 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.

### **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.