General Position Description:

The primary goal of this position is to maintain a clean, professional and safe environment for library patrons and staff.

This job description is not all-inclusive, since unforeseen maintenance and cleaning issues may arise and will need to be addressed on an as needed basis. However, regular duties are listed to show a general summary of the position description.


Accountability: The custodian reports directly to the Library Director.

Equipment Used: Backpack vacuum, Vacuum, wet-vac, mop, broom, drill, floor scrubber, floor polisher, carpet cleaner

Environment: Inside: 95%  Outside: 5%

Duties and Responsibilities:

The following is indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive.

1. Collaborate with ____ to maintain inventory of all cleaning supplies and request all maintenance and cleaning supplies through the Administrative Assistant. Maintain safety data sheets for all supplies in the building.

2. Report building and property hazards, problems and repair needs, to the Administrative Assistant.

3. Follows NH Department of Labor Safety Standards when in contact with cleaning fluids and other chemicals.

4. Vacuum all areas daily with special attention to high traffic areas in winter months.

5. Carpet and floor maintenance to include sweeping, mopping, scrubbing, vacuuming or power scrubbing, buffing and waxing.
6. Clean windows and mirrors

7. Clean bathrooms daily, including floors, sinks, toilets, shelves, sills, etc. Stock bathrooms with supplies such as toilet paper, paper towels, liquid soap, etc. Clean emergency mishaps in bathrooms and building. Periodically clean grout of downstairs bathrooms, particularly the men’s room.

8. Remove all trash from trash receptacles throughout the library on a daily basis, placing trash bags in the Mechanical Room trash bins which are to be placed outside each Thursday for Town pickup.

9. Collect recycling and move it to the Storage Room as needed. Move recycling and trash bins out for collection on designated day each week, moving back to storage once picked up.

10. Clean and neaten heavy traffic areas daily, such as meeting rooms, tables and chairs in meeting rooms, breakroom table, counter tops, shelves, appliances in breakroom, glass doors, etc.

11. Polish and clean offices including chairs, desks, computer equipment, tables, trim, heating elements, room equipment, and any surface as needed or requested.

12. Conduct a thorough semiannual cleaning of all rooms in the building including ceilings, walls, trim, heating elements, tops of doors, windows, etc.

13. Assist with moving of furniture and equipment

14. Perform minor emergency repairs as appropriate.

15. Perform general light maintenance as needed such as replacing light bulbs, moving furniture around as requested, paint touch-ups, tightening of loose hardware, and minor repairs, etc.

16. During winter months maintain sanding and salting of the library’s walkways as needed. Removing salt on outdoor walkways as needed.

17. Shoveling when the Town is unable to reach the library in a timely fashion.

18. Sweeping outdoor walkways as needed (salt, tree droppings, acorns, etc.)

19. Take excess trash and recycling to the Transfer Station as needed (valid driver's license and proof of insurance required).

20. Treat patrons with respect and direct them to qualified library staff should they have questions.

21. Perform other duties as requested.
Minimum Qualifications

1. Custodial experience of one year.
2. Any equivalent combination of education and experience.
3. Valid driver's license with proof of insurance required.

Knowledge, Skills and Desirable Abilities:

1. Ability to maintain a schedule of cleaning and maintenance work with a minimum of supervision; to understand and carry out oral and written instructions.
2. Ability to work effectively and cooperatively with other members of library staff and administration.
3. Strong service orientation with demonstrated ability to serve a diverse public, e.g. elderly, youth, individuals with disabilities, etc.
4. Sufficient physical stamina and general health to perform tasks as noted above.

Cognitive and Sensory Other Considerations and Requirements

1. This position requires attention to cleanliness for the employees and public.
2. This position requires the ability to read and follow written instructions.
3. This position requires the ability to follow verbal instructions.
4. This position requires a high level of confidentiality and trust.
5. This position requires a high level of judgment to evaluate and act on issues and problems in and around the building or forward them to the appropriate authority.

Primary Physical Requirements

1. Lift and carry up to 50 pounds – required.
2. Lift and carry 51 or more pounds – occasionally required.
3. Bending, walking, kneeling, climbing, stooping, stair usage, and repetitive motions needed to carry out cleaning and maintenance duties.
4. Standing two hours consecutively, up to four total hours.

Physical Activity Requirements

1. Vision – Corrected to 20-30, necessary to read vendor instructions/directions, in-house cleaning instructions/directions, notes, labels, etc. and to visually detect areas in need of cleaning and repair.
2. Hearing – Necessary for listening to verbal instructions and detecting the proper and improper operation of cleaning equipment and building equipment.
3. Talking - Necessary for communicating with supervisors, and occasionally the public.
4. Dexterity - Necessary for mental skill needed in evaluating and repairing problems. Necessary for readiness and smoothness in physical activities such as carrying supplies,
operating various pieces of cleaning equipment including ladders, supplies, and general cleaning of areas where dexterity would be needed.

5. Mobility – Adaptability and versatility needed to move from area to area, floor to floor, in, around and on top of the building in order to clean and conduct light maintenance such as climbing ladders to replace ceiling tiles and light bulbs; minor paint touch-up jobs on walls, doors and ceilings; dry wiping or washing walls and ceilings; carrying supplies, etc.

**Work Surfaces**: Carpet, linoleum, stairs, wet floors, outdoor surfaces

**Summary of Occupational Exposures**: May be exposed to chemicals commonly used in custodial work.

**Schedule**: The schedule is flexible but should include a few hours per day spread over 3-4 days per week for a total of 12 hours. The hours may include days, nights or weekends and much of the work time is spent alone.

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