

To Inform, Enrich & Empower”
Jasper County Public Library
Job Description

Title: Janitor

Classification: Janitor

Branch/Department: Rensselaer Library

FLSA: non-exempt

Reports to: Headquarters Librarian

General Summary:

Directly contributes to the accomplishment of the Library’s mission through detail-oriented cleaning and routine maintenance of the building. Our building and grounds are a reflection on the Library board and staff—and on the service we provide. Clean/disinfected, sparkling, well-maintained facilities provide an inviting environment for everyone.

Primary Responsibilities and Duties:

Essential Functions:

- Plan and execute cleaning schedule so that daily, weekly and periodic tasks are accomplished
- Alert Headquarters Librarian to tasks requiring additional/specialized assistance
- Add needed supplies to be ordered to the Monthly list before the 20th of each month
- Clean all interior areas of the Library, including disinfecting high touch surfaces
- Clean/Dust all tabletops, counters, shelf surfaces, furniture and appliances
- Clean glass on doors, display cases, windows, etc.
- Keep bathrooms clean/disinfected and stocked with paper, soap, deodorizer
- Keep staff lounge clean/disinfected and stocked with cleaning supplies
- Empty trash containers; take out trash
- Vacuum carpets/mats; scrub/shampoo as needed
- Sweep and DAMP-mop floors; (no wet floors or edges/corners)
- Wash coffee pots
- Check and change burned out light bulbs
- Sweep entryways and sidewalks
- Remove leaf and other debris along curb gutters
- Remove litter on the lawn and parking lot
- Must adhere to library Internal Control Standards and System
- Perform all duties in a manner reflecting regard for the safety of self and others
- Safeguard the security of Library property and premises

Other Duties:

- Unpack janitorial supplies, designated as “R” on day of receipt, and place them in their proper storage location in the Janitor Supply room.
- Maintain US & Indiana Flags; raise and lower as directed
- Special tasks as assigned by supervisor

Knowledge, Skills, and Abilities Required:

Minimum Education:

- High School Graduate or Equivalent preferred

Minimum Experience:

- Commercial or business cleaning experience preferred

Contact With Others:

- Must demonstrate ability to interact well with contracted repair workers and other staff

Mental/Analytical Demands:

- Must demonstrate attention to detail
- Must demonstrate ability to work independently
- Must be able to read and comprehend verbal and written work assignments issued in English
- Must be able to read and comprehend verbal and written safety/operational instructions

Certification, Licensure, Registration:

- None

Working Conditions:

Physical Requirements:

- Must demonstrate ability to perform pushing, climbing, bending, squatting, kneeling and reaching from floor level to 6 feet in height
- Must demonstrate ability to move in a timely manner
- Routine lifting of materials up 50 pounds

Working Environment:

- Public/Office environment

Equipment Used:

- Vacuum cleaner
- Ladders
- Basic hand and power tools.
- Leaf Blower
- Wet-n-Dry Vac

General Statement: The above primary job duties and responsibilities describe the level and nature of work performed by employees assigned to this job. The description should not be construed as an exhaustive listing of all job duties and responsibilities performed by this job.

Effective Date: 7/07; Revised 8/22, Reviewed 3/24