



Part-Time Custodian-Housekeeping

DEADLINE January 29, 2019

General Summary

Under general direction, this individual is responsible for general maintenance and appearance of building, equipment, and grounds. Additional responsibilities may include loading, unloading and transporting material in the library van for delivery to all locations.

**This position will work on Tuesdays and Thursdays 6am to 10am and Fridays 6am to 12:00 pm at the Ottawa Library Location.

Essential Job Functions

1. Performs custodial and housekeeping functions
2. Performs exterior maintenance including snow removal of sidewalks.
3. Sets up chairs, tables and equipment for meetings and special events
4. Performs pick-up and delivery services to all locations
5. Monitors the condition of library vehicles
6. Works with other Maintenance personnel when necessary
7. Attends in-service workshops, meetings, and conferences as appropriate

Knowledge, skills and abilities required:

1. Knowledge of maintenance and custodial requirements
2. Ability to make minor repairs
3. Ability to plan and prioritize tasks
4. Ability to deal tactfully and courteously with the public
5. Ability to make minor decisions in accordance with library policies and procedures
6. Ability to work with limited supervision
7. Must have a valid driver's license and automobile insurance

Minimum Qualifications

1. High School Diploma/GED
2. Must be able to work days, evenings, weekends, and multiple locations in the county

Physical Demands:

1. Ability to climb ladders and perform maintenance and cleaning
2. Ability to move furniture
3. Ability to lift and move books, cleaning equipment and supplies
4. Ability to push or pull loaded book carts or dollies weighing up to 100 pounds
5. Ability to move/or lift up to 60 pounds
6. Physical activity includes but is not limited to standing, walking, stretching, bending, lifting, and stooping

Salary Range: \$9.46 to 12.83

Note: This job analysis describes the nature and level of assignments normally given in this position. They are not an exhaustive list of duties. Additional related duties may be assigned