



Job Title: Part-Time Custodian	Department: St. Rose / Paradis / Hahnville / Norco
Classification: Page or Part-Time Circulation Assistant	FLSA Status: Non-Exempt
Reports to: Branch Circulation Supervisor	Supervises: None

**Primary Duties**

- Perform routine janitorial tasks in both public and staff areas of the library which includes, but is not limited to:
  - Sweeping, vacuuming, scrubbing, stripping and waxing floors throughout the library
  - Dusting and polishing furniture, fixtures, and bookshelves
  - Emptying and cleaning waste receptacles throughout the library and outside
  - Cleaning and stocking restrooms
  - Washing windows and glass throughout the library
  - Writing and submitting maintenance reports for repairs that are needed
  - Ordering and receiving cleaning materials and supplies
  - Cleaning and disinfecting computers, counters, and telephones
  - Cleaning and maintaining the staff lounge including cleaning appliance, sinks, countertops, tables, etc.
  - Taking care of plants around the library
  - Sweeping exterior entryways and sidewalks and picking up litter around the grounds
  - Assisting staff with setting up and taking down tables and chairs in meeting rooms as needed
- Work cooperatively and in professional harmony with staff members, administrators, and the community
- Follow all library policies and procedures
- Perform other duties and assignments as required

**Education, Experience, and Training**

- Must be at least 18 years old and have a state approved or accredited high school diploma, General Equivalency Diploma (GED) or High School Equivalency Diploma

**Knowledge, Skills, and Abilities**

- Good communication skills and a positive attitude
- Ability to work with limited direct supervision

**Hours and Working Conditions:**

- Ability to lift and move items and materials up to 40 pounds in weight
- Work schedule is dependent upon branch(es) assigned to and may change dependent upon the needs of each branch. Typical schedules for each branch are:
  - St. Rose Branch – Monday through Thursday from 9:30am – 1:30pm and Friday from 9:00am – 1:00pm
  - Paradis and Norco Branches - Monday and Wednesday from 9:30am – 1:30pm and Friday from 9:00am – 1:00pm
  - Hahnville Branch – Two to three days per week for approximately 3-4 hours
  - Some Saturday hours may be required for to assist with cleaning during special events