



GENESEE DISTRICT LIBRARY

JOB DESCRIPTION

JOB TITLE: Site and Facility Custodian

JOB SUMMARY

Performs responsible and varied tasks to maintain the Genesee District Library Headquarters building and site. The position requires lifting objects and moving furniture, and involves the exercise of judgement in the application of prescribed procedures and methods to routine matters—depending on the nature of the assignment.

JOB DUTIES: (The following include, but are not limited to)

- Maintains and cleans building—monitoring the floor cleaning on a regular basis. The assembly and installation of equipment, such as shelving, furniture, and other equipment will be necessary.
- Calls special maintenance as required—plumber, electricians, and roofers as directed by supervisor.
- Maintains steps, walkways and entryways insuring that they are obstacle free.
- Maintains the lawn and site area.
- Cleans bathrooms as needed.
- Cleans spills as needed.
- Cleans kitchen and lunchroom area as needed.
- May be required to clean technical equipment.
- Prepare the conference room for meetings and clean after meetings.
- May be required to pack books and materials for delivery to various locations.

- Dust and wash shelving units and other equipment as needed in public and dock areas.
- May be required to move orders and other materials delivered to the dock area.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to understand and follow complex oral and written directions.
- Ability to communicate effectively in a timely manner, with management, staff, vendors, technicians, etc.
- Ability to meet the public with tact and courtesy.

MINIMUM QUALIFICATIONS:

- Possession of high school diploma or equivalent, and related experience, preferably in a Public Service setting.
- A valid driver's license is necessary. The site and facility custodian may also be required to use own vehicle for Library business.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will frequently sit, stand and walk. The employee is occasionally required to stoop, kneel, and reach forward and above the head. The employee will occasionally lift and/or move fifty (50) or more pounds such as boxes of books and equipment. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet and work is performed indoors and outdoors when required.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license and must have a vehicle for use on Library business.

*Note: The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Updated: February 3, 2000