

Ely Public Library

1595 Dows St.; PO Box 249

Ely, IA 52227

(319) 848-7616

www.ely.lib.ia.us

Job Title: Custodian

Mission Statement: *The Ely Public Library is a community hub that **connects** people of all ages, **nurtures** young readers, and **enriches** our community by stimulating imaginations and satisfying curiosity.*

Requirements: Good communication skills. Background in custodial services is desirable.

Hours: Expect consistent twice-weekly cleaning of 3-5 hours/week, schedule approved by Director. If schedule needs to change, please contact the Director.

Weekly Job Duties:

- **General:** Secure building by locking doors; turn off lights; pick up debris in building and lobby; vacuum high traffic areas; sweep and mop lobby as needed; wash glass door into library; wipe down counters, computer desks, tables, window ledges and office desks; disinfect door handles; empty trashcans; empty recycle and place out on curb according to schedule.
- **Restrooms:** Empty wastebaskets; clean and disinfect stools and urinal; clean sinks, baby changers, mirrors, and paper towel dispensers; sweep and mop floors in bathrooms and hallway; clean water fountain; refill toilet paper, soap dispensers, air freshener and paper towel dispensers as needed.
- **Kitchen Areas:** Clean sink and kitchenette counters in meeting room; wipe down tables in meeting room; empty garbage; sweep and mop floors; vacuum carpet; refill paper towel dispenser and soap dispenser as needed; wipe down microwave and fridge as needed.
- Follow all applicable safety rules and procedures and take part in scheduled safety meetings/trainings as required by the City of Ely.
- Custodian must be aware of meeting room rentals, for cleaning and supply replenishment before and/or after rental.

Skills/Qualifications:

- Must have knowledge of materials, methods, and equipment used in custodial service.
- Has the ability to work with and get along with library staff.
- Must perform a variety of tasks in the care and cleaning of building and equipment.
- Must perform light to moderately heavy manual cleaning duties.
- Must be able to lift 50 lbs.