



ALPENA COUNTY LIBRARY JOB DESCRIPTION

CUSTODIAN

The Alpena County George N. Fletcher Public Library has an opening for a custodian. The custodian is responsible for the daily upkeep of the library's beautiful new building and grounds, duties include cleaning, lawn maintenance, equipment repair, and event set-up. This is a part-time position at 29 hours with the potential to increase to full-time based on performance. The hourly rate to start is \$15 and includes paid time off and health, dental, and vision coverage. To apply please visit <https://forms.gle/w6c8JT1roRepd6ur5>.

Title: Custodian

Description/Summary: Performs the duties of custodian for the library and is responsible for the physical appearance of the building and grounds. Keeps the Director aware of maintenance and repair needs and maintains an inventory of supplies and equipment.

Essential Functions:

- Responsible for the physical appearance and working order of the building and grounds
- Responsible for cleaning the building including vacuuming, floor scrubbing and waxing, window washing, dusting furniture and shelves, and maintaining clean restroom facilities.
- Caring for and maintaining the lawn including adequate watering and pruning of trees and shrubs.
- Responsible for snow removal.
- Keeping the inventory of paper and maintenance supplies current may include driving vehicle to pick up needed supplies, etc.
- Responsible for set up and takedown in the conference room for meetings.
- Maintains the heating and air conditioning system with regard to filters, lubrication, and belt equipment.
- Does minor repairs to equipment.
- Able to supervise additional help.
- Adhere to safety standards and safety practices, especially in the handling and use of chemicals.
- Other duties may be assigned by the Library Director or Assistant Director.

Requirements:

- Must possess a high school diploma or equivalent and a valid Michigan driver's license.
- Experience with heating and air-conditioning equipment desired.
- Good organizational skills, ability to work independently, and possess mechanical aptitude.
- Must be able to handle heavy equipment.
- Must be able to operate computer-controlled building systems
- Frequently lift, carry, push, pull, or otherwise move objects weighing up to 80 pounds.
- Regularly walk, stand, stoop, ascend, and descend ladders and scaffolding.
- Use tools or equipment requiring a high degree of dexterity.
- Ability to deal tactfully, courteously, and effectively with patrons of all ages and with other employees.

Direct Supervisor: Library Director

Other:

This is a non-exempt position with hours to be set by the Library Director. The hourly rate of pay is set by the Library Board and reviewed annually.

Updated March 9, 2023