

POSITION: BUILDING SERVICES DEPARTMENT - JANITOR

JOB DESCRIPTION

SUPERVISOR: Under the direct supervision of the Supervisor of the Building Services Department.

RANGE: S4

HOURS/SCHEDULE: General part time (under 19 hours a week). Daytime and/or evening hours. Schedule subject to change if the need arises.

PURPOSE

The janitor position is responsible for the general cleaning and upkeep of the Library building and property both inside and outside. It also involves meeting room set up and assisting with building security. It requires the ability to perform medium to heavy work.

ESSENTIAL DUTIES: (percentage may vary per position schedule

Cleaning and sanitation 55%

Trash/Recycling collection and removal 25%

Meeting/Program preparation 10%

Outside maintenance and grounds care 10%

SPECIFIC DUTIES: (In alphabetical order)

Activates and deactivates building security system when scheduled

Assists with inventory control

Assists with outside grounds work when assigned

Assists with shifting furniture/equipment

Assists with snow and ice removal

Cleans and maintains tile floors

Cleans and sanitizes all washroom facilities

Cleans windows and glass as assigned

Delivers and picks up library material and/or runs errands when necessary

Empties wastebaskets throughout building

Monitors behavior of Library patrons when appropriate

Prepares for the daily opening and closing of the Library, including unlocking and lock-up

Serves on committees as assigned

Sets up and prepares meeting rooms

Vacuums and cleans carpeting

Other duties as assigned

KNOWLEDGE AND SKILLS: (In alphabetical order)

Ability to be adaptive and receptive to change

Ability to be flexible

Ability to climb, balance, stoop, reach, kneel, crouch, lift, crawl, push and pull

Ability to communicate effectively with coworkers and general public

Ability to drive Library van, have valid Illinois driver's license

Ability to effectively organize work
Ability to effectively use email
Ability to establish and maintain working relationships with others
Ability to follow directions accurately
Ability to handle 70 or more lbs
Ability to perform medium to heavy work
Ability to problem solve
Ability to work as a member of a team
Ability to work courteously and effectively with staff and patrons
Ability to work in adverse weather conditions for a sustained period of time
Ability to work independently and with little supervision
Basic knowledge of electricity
Basic knowledge of supplies and equipment associated with commercial cleaning
Basic skill in working with janitorial and mechanical equipment
Knowledge of basic electrical safety practices
Knowledge of basic safety procedures
Knowledge of building security system and procedures
Knowledge of emergency procedures
Knowledge of personal protection equipment
Knowledge/skill with Microsoft office applications

EDUCATION AND TRAINING

High school diploma or GED. Some previous commercial janitorial experience a plus.