

Sacramento Public Library

JOB DESCRIPTION

Service Philosophy: Customers are the library's first priority. Staff: **understand** service through the lens of the customer; **deliver** service with respect; **make** decisions that support successful customer interactions. Customers: enjoy a seamless and successful library experience as defined by their own expectations; choose their own method of interaction – staff assisted, self-directed or virtual.

Custodian

Grade: 1

FLSA Status: Non-Exempt

Designation: Represented

Department: Central/Branches

Date: 11/2007

Job Summary: Performs a variety of tasks to ensure that the library facilities are kept clean and presentable; and performs other related duties as assigned.

Essential Functions:

(Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

1. Cleans and sanitizes the building's restrooms and its fixtures;
 2. Monitors and replenishes soap, paper towel and toilet paper dispensers;
 3. Vacuums carpeted floors;
 4. Sweeps and mops hard floors;
 5. Cleans and sanitizes the building's drinking water fixtures;
 6. Cleans and dusts the building's furnishings, shelving etc.;
 7. Cleans the elevator cars and doors;
 8. Cleans interior and exterior windows;
 9. Cleans heat and air vents;
 10. Cleans staff rooms, meeting rooms and kitchens;
 11. May assist with room set-up;
 12. Reports all building issues to the Supervisor;
 13. Maintains positive relationships with other staff and members of the public;
 14. Requires regular and punctual employee presence;
 15. Acts as a representative of Sacramento Public Library to the public;
 16. Attends meetings and participates in various team activities when needed; and
 17. Performs other related duties as assigned.
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Required Knowledge, Skills, and Abilities:

The employee is expected to perform or possess the following:

Knowledge of:

1. Sacramento Public Library's policies and procedures;
2. Proper cleaning procedures;

SACRAMENTO PUBLIC LIBRARY

Custodian

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Resolution # 07-45

Ability to:

1. Perform manual labor for extended periods of time;
2. Follow simple written and oral instructions;
3. Ability to prioritize and multitask;
4. Ability to communicate effectively and courteously with other staff and members of the public;
5. Understand the customer's needs and deliver services by focusing on the customer;
6. Take initiative to ensure a positive and successful customer experience by contributing to finding solutions, regardless of assigned responsibility;
7. Respond to customers and address customer complaints/problems in a timely, accurate, courteous, respectful and friendly manner; and
8. Possess attention to detail and follow through on tasks effectively and efficiently; and
9. Keep all relevant parties informed of all major issues and recommend changes where appropriate.

Skill in:

1. Safely operating relevant cleaning equipment and safely using chemical cleaning products.
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Education and Experience:

1. High school diploma or G.E.D.;
 2. Six months relevant experience.
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Physical and Environmental Conditions:

Work usually occurs indoors, with acceptable lighting, temperature and air conditions. Requires constant bending, stooping and stretching. Spends 90% of the time standing or walking. Work involves either pushing or pulling heavy furniture or equipment of up to 150 pounds or lifting furniture up to 60 pounds. Cleaning machines may be noisy and some tasks can be dirty and unpleasant. Requires routine exposure to soiled materials and light chemical substances such as cleaning solutions.

Work involves routine risks or discomforts which require special safety precautions, e.g., working around moving parts, or machines or the use of protective clothing or gear such as gloves. Work environment also involves everyday risks or discomforts which require normal safety precautions typical of such places as libraries, offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls and observance of fire and building safety regulations.

A valid class C California Drivers License may be required for some positions at the time of appointment.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodation may be made to enable qualified individuals with disabilities to

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perform the essential functions of this job.

Employee Signature

Date