



## Library Janitor Position Description (Part-Time)

### **PURPOSE OF POSITION**

The Janitor is responsible for maintaining a clean, comfortable, and safe environment for library patrons. Janitor identifies and reports all problems related to the library to the Library Director or Office Manager and recommends solutions to those problems. Work requires the use of power and hand tools in the performance of a variety of tasks of moderate complexity. This position requires an ability to work independently, an attention to detail, and pride in work. As the position works in the library unsupervised, this position is required to be age 18 or older.

The Aloha Community Library Association is committed to building an equitable and inclusive organization that embraces and amplifies the diverse voices of our community.

### **ESSENTIAL JOB FUNCTIONS**

- Janitor performs duties outside the hours of library operation.
- Per the scope of work, maintains routine janitorial and minor maintenance work required to keep up appearance and safety of library facilities (public and office areas) and performs these janitorial routines on a regular basis.
  - For example, but not limited to – vacuums carpets; cleans furniture in public and staff areas; cleans glass and counter areas; dusts books shelves; empties trash cans and hauls waste to dumpster; straightens tables and chairs; cleans restrooms and changes supplies; picks up scraps of debris; damp or dry mops; assists staff in arrangement of furniture and equipment, etc.

Additional tasks include:

- Sweeps and cleans sidewalk in front of library.
- Spot cleaning of carpet.
- Regularly scheduled exterior/interior window cleaning.
- Tracks inventory of cleaning supplies and keep management informed of equipment operation.
- Reports need for repairs to Director or Office Manager, such as defective plumbing, damaged window panes, broken lights, damaged furniture and equipment, etc.
- Touch up paint on walls, trim, as necessary or as assigned.

## **JOB QUALIFICATION REQUIREMENTS**

- High school diploma or its equivalent preferred.
- Ability to work independently and to complete daily activities according to work schedules.
- Ability to walk, stand, and perform assigned duties for three hour shifts.
- Some knowledge of first aid and applicable safety precautions.
- Ability to communicate in English orally and in writing.
- Ability to understand and follow written and oral instructions in English.
- Demonstrates knowledge of skills and abilities in using equipment, materials, and supplies used in building maintenance.
- Ability to establish effective working relationships with library staff.

## **KNOWLEDGE AND ABILITIES**

- Ability to be punctual and dependable in order to meet the needs of the library
- Ability to interact courteously and effectively with the public and with other staff and volunteers
- Ability to understand and interpret library policies, procedures, and rules
- Ability to exercise sound judgment, tact, and confidentiality
- Ability to problem-solve, use sound judgment, and make quality decisions
- Ability to organize work for efficient use of time
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed during shifts
- Ability to work well both independently and as a member of a team
- Ability to appreciate differing perspectives, opinions, and needs
- Ability to demonstrate integrity and build trust through reliability, commitment, and ethical behavior
- Ability to demonstrate a “can-do” approach

## **TOOLS AND EQUIPMENT USED**

- Vacuums, mops, brooms, small hand tools, etc.
- Cleaning solutions with scents

## **PHYSICAL DEMANDS OF POSITION**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties require the ability to walk, stand, and perform assigned duties for three hour shifts. The employee is occasionally required to climb up and down step ladders, balance, reach, stoop, kneel, crouch, or crawl. The employee is often required to use hands to operate and use objects, tools and controls and to reach with hands and arms.

The employee must be able to push and pull cleaning equipment with repeated motion, some weighing up to 20 pounds, and lift up to 40 pounds.

Cleaning products with scents will be used to complete many job duties.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change the employer as the needs of the employer and the requirements of the job change.

### **WORKING CONDITIONS**

The principal duties of this position are performed indoors when the library is closed to the public. Some duties may be completed when the library is open and patrons are using the library. The Janitor may often work when no other staff are on-site. Transporting trash to the dumpster requires pushing or carrying trash across a busy parking lot during daytime hours. Security issues should be considered when it is dark.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Library Director. The Office Manager and Assistant Library Director will also provide supervision.

### **ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING**

Some experience with janitorial duties, cleaning procedures, safe use of equipment is preferred.