

## **Job Description**

### **Title: Library Janitor, Part-time Position, Library Assistant I-II**

Reports to: Library Director

Effective Date: 2025

#### General Position Summary:

Performs routine building custodial duties, including light and heavy cleaning

#### Essential Duties/Examples of Work:

The following is a list of representative duties. As such, it is not meant to be exclusive. Other duties may be assigned that may reasonably follow and relate to essential tasks. This job description may be modified from time to time as the needs of White County Regional Library System and the position change.

- Cleaning, stocking, and sanitizing restrooms.
- Emptying wastebaskets.
- Cleaning glass doors and mirrors.
- Sweeping, dusting, mopping, scrubbing, and vacuuming the floors and walls of halls, offices, and rooms, as needed.
- Wiping down tables, chairs, whiteboards in meeting/study rooms.
- Sweeping sidewalks and picking up litter around the library.
- Maintaining a general watch over buildings and offices.
- Other duties as required.

#### Knowledge and Abilities

- Ability to understand and carry out simple oral and written instructions.
- Ability to use cleaning tools and operate cleaning equipment.
- Ability to work collaboratively with members of the public and other employees.
- Knowledge of modern building cleaning methods.
- Availability to work in emergencies

#### Environmental and Physical Demands of the Position:

- Ability to lift objects weighing (50) fifty pounds.
- Ability to move library furniture, particularly for meeting room setup.
- Ability to climb ladders and stairs.

Education and Experience:

- Sufficient education or training to ensure ability to understand oral and written instructions.
- Experience maintaining or cleaning buildings or property.

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Employee Library Director