

**ESTHERVILLE PUBLIC LIBRARY
LIBRARY JANITORIAL JOB DESCRIPTION**

SUPERVISION:

Receives direction from the Library Director.

SUMMARY:

The Janitor will be responsible for cleaning and sanitizing public and staff areas, restrooms, taking out trash, and assisting as-needed with clean-up following special events and meetings.

JOB DUTIES:

- Perform general cleaning in all areas of the interior of the facility as directed
- Sanitize surfaces such as handles, railings, tables, counters, and water stations
- Remove trash and recycling
- Handle emergency cleaning requests as needed
- Ensure supplies are restocked in restrooms
- Work with janitorial supply providers and the Director to ensure that all necessary items are continually in stock
- Maintain equipment used for cleaning
- Assist in troubleshooting facilities issues and notifying the Director as they arise

ABILITIES:

Duties will be performed in a climate-controlled environment. Will be routinely and intermittently exposed to cleaning products and chemicals. May be required to lift light to medium weights, e.g. lifting cleaning supplies, mop buckets, vacuum cleaners and pushing the cleaning cart. Position entails bending, stooping, reaching and standing on a daily basis. Physical Skills Needed: Be able to lift 40#, be able to stand for an indefinite amount of time, and be able to walk up and down stairs. Cleaning some areas may require using a stepstool, reaching, bending or possibly kneeling.

QUALIFICATIONS:

Comply with current personnel policies of the City of Estherville. Successful candidates should be familiar with general cleaning and sanitizing procedures, be able to demonstrate experience or equivalent training, accept responsibility, accept supervision, learn new skills, and adapt to change. Must be willing to complete the required work outside of the library's open hours, and be able to work well under minimal supervision. The candidate must have strong attention to detail, and show strong communication skills.

OTHER DUTIES:

This job description provides a summary of the responsibilities and duties of the position. The employee may be requested to perform other tasks in regard to library facilities as needed.