

Custodial Services Contractor

Vienna Public Library

General Statement: Under direction of the Director or Circulation Supervisor, the custodian performs janitorial duties throughout the library building, inside and out, and on library grounds.

Major Duties:

1. Sweeps, mops and spot cleans all hard and carpeted floors
2. Empties waste baskets inside and outside building, removes trash to dumpster
3. Collect recycling (plastic and cardboard throughout library)
4. Dusts furniture and chairs, dusts book shelves, tops and spines of books
5. Dusts windowsills
6. Cleans table tops, desk tops and chairs
7. Removes finger marks and scuffs from walls and doors inside and out
8. Checks and replenishes soap, towels and toilet tissue dispensers
9. Keeps entrance areas clear of debris, inside and out
10. Cleans restrooms, including walls, floors, basins, bowls, seats and mirrors
11. Washes windows
12. Cleans kitchenettes
13. Keeps inventory of cleaning supplies and communicates needs to the Circulation Supervisor for purchase
14. Notifies Director of outside or special help needed for needed tasks or repairs
15. Additional duties, as required

Abilities, Skills, and Knowledge:

1. Ability to climb ladders and perform cleaning
2. Ability to move and clean under furniture
3. Ability to lift and move cleaning equipment and supplies
4. Ability to work independently and keep busy
5. Must be physically able to lift materials weighing 50 lbs.

Education and Experience:

1. High School degree or equivalency preferred
2. Custodial experience preferred