



JOB OVERVIEW	
JOB TITLE	Library Cleaner
DEPARTMENT	Facilities
REPORTS TO	Branch Manager

GENERAL JOB DESCRIPTION

Provide regular housekeeping to library facilities maintaining safety, cleanliness, and positive visual representation.

DUTIES & RESPONSIBILITIES

Responsible for floor care, performing various surface tasks, including vacuuming, mopping, sweeping, and spot-cleaning carpets of all office areas.
 Responsible for the maintenance of tables, chairs, and counters, carrying out tasks such as dusting, spraying, and cleaning.
 Responsible for removing trash in office areas, restrooms, kitchens, and employee lounge.
 Responsible for cleaning and sanitizing of restrooms.
 Responsible for cleaning of windows in conference rooms, management offices, study and meeting rooms, etc.
 Perform dusting, disinfecting, and polishing of surfaces and furniture as needed.
 Responsible for reporting repairs and replacements encountered when executing daily tasks.
 Demonstrate teamwork through communications, contribution in staff meetings, and dependability.

EDUCATION & TRAINING

High School Diploma or GED.

KNOWLEDGE & EXPERIENCE

Basic technology knowledge including email; hardware and software; internet; operating systems; and web based platforms.
 Basic interpersonal skills including collaboration, communication, and customer service.
 Solid knowledge of commercial cleaning procedures and appropriate chemical usage.

SKILLS & ABILITIES

Collaboration-creates effective relationships; teamwork; conflict resolution
 Communication-variety of formats, platforms, and audiences; solid writing and public speaking skills
 Customer service-responds promptly to customer needs and requests; manages difficult situations in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; solicits customer feedback to improve service
 Ethics and values-understands and follows district mission, policy, procedure, and applicable standards; adheres to user privacy and confidentiality; understands and promotes intellectual freedom
 Independence-able to work things out on own; takes responsibility for own time and effectiveness; alert to opportunities to contribute; able to spot and implement opportunities for improving situations.
 Leadership-meets commitments; provide an awareness of customer and community needs and opportunities to build community; accepts responsibility for own actions; attention to detail
 Learning and innovation-remaining current with library resources; adaptable to changing needs; problem solving through innovation and creativity

WORKING CONDITIONS

WORK ENVIRONMENT	<p>Regular exposure to toxic, caustic, and chemicals. The noise level is usually low to moderate. Frequently required to lift and/or move up to 50 pounds. Vision abilities include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Regularly sit; use of hands to manipulate, handle or feel; and talk or hear. Frequently required to walk, occasionally required to stand; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.</p>
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HOURS / SHIFTS	3-6 weekly hours
PAY GRADE	20 Non-exempt
BENEFITS	
LOCATION	Granby, Grand Lake, Kremmling, Hot Sulphur Springs