

Job Description

Job Title: Library Cleaner
Job Code: Grade 10
Reports To: Branch Manager
FLSA Status: Non-Exempt
Department: Public Services

Summary: Provides daily, weekly, and monthly housekeeping duties to maintain the safety, cleanliness, and visual representation of libraries.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Daily Tasks

- **Entrance Area and Lobby**
 - Entrances: Pick up trash and sweep outside entrances and entryways. Vacuum sliding door thresholds. Empty ashtrays and fill with sand when necessary.
 - Carpets: Vacuum all traffic areas, under benches, tables, chairs, and desks. Spot clean carpet as needed.
 - Trash Cans: Empty trash cans and replace liners as needed. Deposit trash in outside dumpster.
 - Walk-off mats: Shake and vacuum walk-off mats.
 - Drinking fountain: Clean fountains. Scrub area around faucets to remove minerals. Wipe down stainless steel case.
 - Benches: Dust benches and legs. Spot clean smudges and fingerprints.
 - Courtesy phone: Clean wall phone and receiver and sanitize.
 - Glass: Polish glass of exterior and interior entrance doors inside and outside.
 - Doors: Secure all doors.
- **Restrooms: Men's, Women's, and Staff**
 - Trash: Empty all containers and disposals, insert liners, disinfect sanitary container.
 - Porcelain fixtures: Clean, disinfect, and polish all porcelain fixtures.
 - Chrome fixtures: Clean, disinfect, and polish all chrome fixtures.
 - Mirrors: Clean all mirrors free of water spots, fingerprints, and smudges.
 - Countertops: Clean and sanitize countertops.
 - Walls and partitions: Remove spots, stains, and splashes from all walls and partitions.
 - Floors: Sweep and mop tile floors.
 - Doors: Remove fingerprints and smudges from doors. Polish door handles, kick plates, and light switch plates.
 - Dispensers: Refill all dispensers to normal limits and polish.

- **Library and Office Areas:**
 - Trash cans: Empty all containers and replace liners as needed. Deposit trash in outside dumpsters.
 - Walk-off mats: Shake and vacuum walk-off mats.
 - Carpets: Vacuum all traffic areas, under benches, tables, chairs, and desks. Spot clean carpet as needed.
 - Tables: Spot clean fingerprints and smudges from all tables, table legs, and other furnishings.
 - Chairs: Spot clean fingerprints and smudges from all chairs and chair legs. Place chairs in a neat, orderly position.
 - Computers: Dust computers, keyboards, headphones, computer screens, and computer tables.
 - Glass: Polish glass in children's area and youth areas both interior and exterior.
 - Rock fireplace and hearth: Dust and spot clean as needed.
 - Light switches, door handles and door handle areas: Spot clean fingerprints and smudges and disinfect areas.
- **Community Meeting Room**
 - Carpet: Vacuum all carpet, including behind meeting room curtain.
 - Glass: Polish glass on the north garage wall and man door.
 - Doors: Polish stainless steel kick plates and push bars. Polish glass in doors and spot clean wood.
 - Spot clean: Light switches and walls.
- **Kitchens in Community Meeting Room and Staff Lounge**
 - Fixtures: Wipe down stove, microwave, refrigerator, and other appliances. Wipe counters if clear and wipe cabinets.
 - Sinks: Clean sinks.
 - Floors: Sweep and mop all linoleum and tile floors.
- **Administrative Services**
 - Notify branch manager of irregularities in the building.
 - Alert branch manager when cleaning supplies are running low.
 - Check for notes/correspondence from staff.
 - Close/lock windows and doors; turn off all lights; set security alarm.

Weekly Tasks

- Furniture: Dust all horizontal surfaces of desks, window sill, filing cabinets, and computer carrels.
- Computers: Wipe computer and LCD screens to remove fingerprints. Sanitize keyboards, mice, and touchable surfaces.
- Table and chairs: Polish all tables, table legs, chairs, and chairs legs.
- Shelving: Dust the tops and open spaces on the shelves.
- Doors: Polish wood, stainless steel, and glass on all doors. Wash sliding door thresholds.

- Interior windows (Study Rooms and Workroom): Clean fingerprints, smudges, and polish glass.

Monthly Tasks

- Baseboards: Vacuum and dust all baseboards.
- Furniture: Brush all fabric furniture. Polish vinyl furniture.
- Art work and wall tiles: Dust all art work and wall tiles.
- Painted walls: Wipe down lower sections without removing paint.
- Dusting: Dust all horizontal/vertical surfaces, eight feet and lower. Spot clean as needed.
- Windows: Polish interior and exterior glass windows.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification.
- Written Communication - Writes clearly and informatively.
- Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions.
- Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- Cost Consciousness - Works within approved budget; develops and implements cost saving measures; conserves organizational resources.
- Organizational Support – Is familiar with organizational structure; follows policies and procedures; supports organization's goals and values; functions as a member of the Library District team.
- Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- **Education/Experience:** High School Diploma or GED.
- **Language Ability:** Ability to respond orally or in writing to common inquiries or complaints from customers, staff, or regulatory agencies.
- **Math Ability:** Ability to calculate figures and amounts such as discounts,

interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of algebra and geometry.

- **Reasoning Ability:** Ability to solve practical problems and deal with multiple variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Technology Skills:** To perform this job successfully, an individual should have working knowledge of word processing software, spreadsheet software, facilities management software, email/contact management software, and internet research.

Certificates and Licenses:

- Current Driver's License and proof of automobile insurance

Equipment:

- Working, reliable vehicle

Supervisory Responsibilities: This job has no supervisory responsibilities.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- While performing the duties of this job, the employee is regularly exposed to cleaning chemicals, must be able to appropriately use a variety of cleaning supplies.
- The noise level in the work environment is usually moderate.

Physical Demands: 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:

- The employee must frequently lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; and talk or hear.
- The employee is frequently required to walk. The employee is occasionally required to stand; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.

