# Staff Custodian

# Salary $20.00

## Peru Public Library

1409 11th St Peru IL 61354

815-223-0229

Job Type: Part time, mornings

Closing: When filled

SUMMARY:

We are excited to be adding strong support staff as we embrace and enhance the charm of Peru, Illinois. We are looking for a part time Custodian. Under the general direction of the Library Director, you will be responsible for the general upkeep of the library building and property, both inside and out. You will engage in general custodial and mechanical work to maintain a clean, safe and comfortable environment for staff and patrons. If you are looking to support a vibrant and empowering library, this may be the perfect opportunity for you to reach that goal, we invite you to join our friendly staff!

PERKS:

- Paid Time Off
- Paid Sick Time
- Continuing education opportunities
- Paid holidays throughout the year

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties and responsibilities are not all inclusive. Other duties may be assigned.

- Perform daily custodial duties, minor repairs, and limited ground maintenance, as requested
- Performs general maintenance and custodial work, including sweeping, vacuuming, mopping, trash and recyclables removal, restroom cleaning and stocking, filter and light bulb replacement, etc.
    - Assist in maintaining the cleanliness of Library facilities, by cleaning all entrance ways and perimeter sidewalks, sweeping all garbage in parking lot and islands
    - Performs general yard maintenance throughout year including landscape trimming, some weeding, flower bed upkeep, light snow shoveling and salting of sidewalks in winter
- Assembles, moves, installs, cleans, and/or performs minor repairs of bookshelves, furniture and equipment
- Assesses maintenance problems, inspects work in progress, and evaluates completed projects to control costs and ensure work is performed as specified
- Maintains library property to prevent and eliminate hazards and obstructions
- Develops and maintains preventative maintenance schedule including performance of regular building inspections determining repair and replacement needs or risk management issues and reviews maintenance plans and recommends maintenance service projects as appropriate
- Responsible for basic electrical, mechanical and plumbing repairs
- Ensures library maintenance complies with health and safety standards
- Maintains the heating and cooling systems, including boiler. HVAC belt replacements, building humidifier filter replacements
- Manages key inventory

- Maintains supply inventory and monitors, orders and purchases (some locally) necessary maintenance supplies using library accounts
- Monitors and provides recommendations to the Library Director for replacement and/or upgrades to the facility and property
- Assist in meeting room/program area set-ups, preparations, and necessary cleaning
- Performs other miscellaneous duties as assigned

JOB QUALIFICATIONS REQUIREMENTS:
The requirements listed below are representative of the knowledge, skills, and/or abilities required.

- Ability to ascend or descend ladders, stairs, scaffolding and ramps; to stoop, kneel, crouch or crawl
- Ability to assume responsibility as delegated
- Ability to communicate effectively, both orally and in writing
- Ability to follow security and safety rules and procedures for patron, library and staff safety
- Ability to maintain effective working relationships with co-workers and the public
- Ability to plan and prioritize assigned duties and work effectively without immediate supervision
- Ability to seize, hold, grasp, turn, or otherwise work with hands
- Ability to understand, follow, and remember instructions and details
- Ability to use power equipment, vacuums, buffers, carpet cleaners, etc.
- Ability to adapt to changing situations and varying work schedules
- Knowledge of building and grounds maintenance, repair, and custodial work
- Must have experience in minor plumbing, electrical, carpentry. Must have skills to read directions for building projects as well as measuring skills.

SPECIFIC WORKING CONDITIONS
- Perform amid normal conditions of dust, odors, fumes and noises in a library environment
- Ability to lift objects of up to 60 pounds, push and pull heavy objects of up to 250 pounds with the use of trucks, carts or dollies
- Holds valid driver's license
- Work scheduled days, evenings and weekends
- Genuine enjoyment of working with a diverse public; enthusiastic, energetic, and service-oriented; commitment to continuing education; ability to learn and use basic reference techniques; willingness and ability to learn new library procedures; ability to work independently and adapt to a fast-paced work environment; ability to work with others; computer literate; commitment to ongoing professional development; dependable and flexible with regard to hours Three years maintenance field experience including working knowledge of basic cleaning and various tools and equipment; high school diploma or equivalent required

Successfully complete a background check