

Shaler North Hills Library
Custodian
Non-Exempt/hourly
\$15-\$18

The Custodian(s) assists the Director in maintaining the buildings and grounds of the Shaler North Hills Library through daily cleaning, making repairs, supply coordination, arranging for regular safety inspections and fostering positive relationships with vendors and community partners. Flexibility with schedule is needed. Shaler resident or close proximity to the library is strongly preferred. A more detailed description of duties is as follows:

Job Responsibilities

- Provides a safe, clean, attractive, comfortable environment for patrons and staff.
- Fosters positive relationships with vendors, Township and SASD officials and staff, as well as community partners.
- Performs custodial work. This includes but is not limited to sweeping, mopping, vacuuming carpets; dusting and cleaning furniture, shelves and equipment; washing windows; cleaning and supplying restrooms; snow removal and removing trash/recycling.
- Repairs, painting, etc. Operates power tools and hand tools.
- Snow removal, weed trimming, sweeping, litter pick-up.
- Assists with setup, take down and custodial duties for library programs and special events. Assists with book sale set-up and clean-up.
- Coordinates work of outside contractors or vendors as it pertains to building repairs or routine maintenance; makes sure that work is completed satisfactorily and follows up on any deficiencies.
- Inventories and stocks supplies.
- Ensures the building and grounds meet health and safety requirements and that the facility complies with legislation. Assists with the maintenance of building security.
- Occasionally oversees volunteers, community service workers and community projects such as Eagle Scout projects
- Responds appropriately to emergencies or urgent issues as they arise.
- Assists with future development.
- Other duties as assigned by the Executive Director.

Required Education and Experience

- High School diploma
- Minimum of three years of custodial and maintenance experience preferred
- Previous facilities management experience helpful
- Pennsylvania criminal, FBI fingerprint, and Pennsylvania child abuse clearances, and 10 year driving record required upon offer of employment

Required Skills, Knowledge and Abilities

- Knowledge of custodian equipment, hand tools and power tools
- Basic internet and computer skills
- Ability to exercise judgment and take initiative
- Ability to work independently and collaboratively

Required Behavioral Competencies

- Customer and community focus
- Integrity and trust
- Self-starter, initiative

- Results oriented
- Good judgment
- Excellent verbal communication
- Problem solving

Physical Requirements and Work Environment

The physical and mental requirements for this position are subject to reasonable accommodations.

- Frequent bending, stooping, reaching, lifting, crouching, walking, climbing, kneeling, standing.
- Using hands or fingers to manipulate, touch, handle, climb, and balance.
- Must regularly lift/move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Noise level is moderate to sometimes loud.
- May work in areas where there is exposure to dust, fumes, chemicals, etc.

Position hours

Must be available to work a flexible schedule including, morning hours prior to library opening, daytime, evening, weekends and holidays and/or as needed. The part-time positions are approx., 25 hours per week.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The responsibilities outlined above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature

Supervisor's Signature

Date _____

Date _____