Position Title: Custodian  
Level/Status: 5/ Non Exempt  
Beginning Range: $11.26 - $13.24, Hourly  
Pay Range: $11.26 - $15.23, Hourly  
Agency: Facilities  
Location: Main Library, 304 S. Main, South Bend, IN 46601

Education and Experience:
- High School graduate or equivalent.
- Minimum of 1-year experience in custodial/maintenance procedures.

Hours:
- Either assigned to full time (40 hour workweek), part time (20, 24, or 30 hour workweek), or an as-needed substitute position (variable hours).
- Assigned to either 1st, 2nd, or 3rd shift (shift premiums may apply), Monday through Friday, or a substitute, as-needed position.
- Partial days, evenings, and weekends may be required.

Requirements:
- Valid driver’s license, reliable transportation, and reachable by telephone in emergency situations.
- Dependability, punctuality, trustworthiness, good attendance and work habits.
- Working knowledge of standard maintenance routines
- Organizational skills and understanding of good cleaning practices.
- Make independent judgment related to emergency and safety matters.
- Maintain Library in a safe, secure, clean, and orderly condition.

Ability to:
- Work harmoniously and cooperatively with supervisor, co-workers and patrons.
- Understand and carry out verbal and written instructions.
- Stand and walk for long periods of time; reach and bend and engage in strenuous physical activities on a routine basis and lift and move heavy objects (50 lbs).
- Effectively and safely use cleaning materials, supplies, and equipment. Recognize and follow-through with detailed cleanliness.
- Safely apply methods and techniques of standard maintenance routines
- Accept and manage change.
- Work independently and collaboratively.
- Exercise initiative, be enthusiastic, creative, flexible, energetic, value diversity, and possess a sense of humor.
St. Joseph County Public Library
Job Description

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Essential Job Duties

Keep Library spaces and grounds clean, welcoming, and in good repair for our staff and community members. Working under the direct supervision of the Facilities Manager, the Custodian will:

1. Set up and take down chairs, tables, and equipment in all meeting rooms. Clean and disinfect everywhere including restrooms; replenish and maintain supplies. Vacuum, clean carpets and hard floors, empty trash, and replace light bulbs and tubes. Empties and cleans waste receptacles including recycle containers. Does emergency clean-up which may include interacting with hazardous materials.
2. If assigned to a branch, be responsive to requests from appropriate onsite staff.
3. Maintain equipment and machinery used by Facilities staff, such as vacuum cleaners, floor buffers, snow blowers, etc.
4. Minor repairs to equipment, book shelving, office furniture, and building components. Some furniture and shelving assembly required. Perform preventive maintenance tasks such as filter changes and attend to unforeseen building maintenance situations as they occur.
5. Secure library buildings and set alarm as needed. Maintains patron and staff access to building, parking areas, and grounds.
7. Replenish and maintain supplies. Fill out forms, reports, and requisitions for the Facilities Manager.
8. Maintains cleanliness of library grounds, including ice and snow removal.
9. Perform other duties as assigned.

The St. Joseph County Public Library is an Equal Opportunity and E-Verify Employer