

**POSTING DATE:** September 16, 2011

**JOB TITLE:** Janitorial - Main Library

**REPORTS TO:** Head of Buildings and Grounds

**JOB LOCATION:** Main Library

**WAGE RANGE STARTS AT:** \$8.25 per hour

**HOURS PER WEEK:** 20

**SEND APPLICATION TO:** Cindy Lane, HR Manager  
La Porte County Public Library  
904 Indiana Avenue  
La Porte, IN 46350

Application available on library web site:  
[www.laportelibrary.org](http://www.laportelibrary.org)

**PURPOSE OF POSITION:**

Performs routine and non-specialized tasks related to the cleaning operations for the Main Library, under the supervision of others.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (not all inclusive)

1. Clean Main Library

**Daily**

- a. Restrooms: Clean, sanitize, and polish all surface areas of public and staff restrooms; Sweep, damp mop, and sanitize floors; re-stock dispensers.
- b. Public Services (Children's, Adult, and Audiovisual): Empty wastebaskets; vacuum; damp clean and sanitize all table surfaces and countertops; spot-check for wall marks and clean as needed.
- c. Study Rooms: Empty wastebaskets; vacuum; clean all table surfaces; spot-check for wall marks and clean as needed.
- d. Entryways including staff entrance: Sweep/vacuum, damp mop floors; check for marks on wall, doors, etc., and clean as needed; clean all glass in doors, outside and inside.
- e. Elevators: Sweep/vacuum, damp mop and sanitize floors; vacuum door tracks; spot clean and sanitize surfaces.
- f. Stairways and handrails: Sweep/vacuum and damp mop stairs as needed; clean and sanitize handrails.
- g. Kitchens: Sweep, damp mop, and sanitize floors and countertops.
- h. Book Storage: Sweep, damp mop floor; spot-check walls and clean as needed.
- i. Staff offices: Empty wastebaskets; check floors and vacuum if needed.
- j. Drinking Fountains: Clean, polish, and sanitize.
- k. Miscellaneous: Clean and sanitize all doorknobs, light switches, telephones.

**Weekly**

- a. Public Services: dust desk tops where cleared, clocks, pictures, chairs, ledges, window sills, tops of file cabinets and shelf units.
- b. Staff Offices: vacuum, dust desk tops where cleared, clocks, pictures, chairs, ledges, window sills, tops of file cabinets and shelf units.
- c. Kickplates: clean and polish
- d. Back stairwell: sweep/vacuum stairs; spot check and clean walls and doors.

**Quarterly**

- a. Rubber floor surfaces in elevators, at staff entrance and back stairwell: clean and wax.
  - b. Exterior windows ground level: wash inside and out.
2. Perform other duties as required or as necessary, including:
    - a. Assist with meeting room set-ups as needed.
    - b. Pick up recycling as needed.
    - c. Keep janitor's closet cleaned and organized and stocked with supplies.
    - d. Assist with shoveling and salting of sidewalks and entryways as needed.
    - e. Back-up for cleaning inside of bookmobile.
    - f. Spot Clean carpets and upholstery as needed.
    - g. Back-up for van run deliveries as needed.
    - h. Check outside grounds for trash as needed.
  3. Communicate janitorial supply needs and requests to supervisor as needed.
  4. Cooperate with all staff in performing tasks essential to providing quality customer service and the achievement of library objectives, goals, and mission in conjunction with the Strategic Plan.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. All job requirements listed below are representative of the knowledge, skill, and/or ability deemed necessary to perform the job proficiently.

**KNOWLEDGE, CRITICAL SKILLS, AND ABILITIES:**

1. Special training and/or experience in relevant area.
2. Ability to work cleaning equipment including vacuum cleaners and waxing machines.
3. Ability and willingness to become familiar with library operations and routines.
4. Ability to analyze problems and to solve, or make recommendations for their solution.
5. Ability to work harmoniously and effectively with the public and with other staff members.
6. Ability to accept direction.
7. Ability and willingness to work a flexible schedule, including early mornings, evenings, and weekends, as needed, and to be available for holidays, and respond to emergencies.
8. Ability to read and to handle arithmetic computations.
9. Hold a valid Indiana driver's license.
10. Ability to sit or stand for a prolonged period (1 or more hours).

**OTHER SKILLS AND ABILITIES:**

1. Knowledge of, or experience with, library routines, procedures and duties; library experience preferred.
2. Travel to library meetings or workshops as needed or requested.
3. The employee must be familiar with, or able to learn to function with, the following equipment in order to perform job functions:
  - a. vacuum cleaner
  - b. Waxer/buffer

**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. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential functions.

*Physical Demands:* While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; smell. The employee is occasionally required to stand; walk; sit; climb; balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus. The employee must be able to perceive, initiate, or respond to fire alarms, warning sirens, and telephone system all-call messages in a calm, rational manner, making sure that the other employees and patrons are safe and out of the building.

*Work Environment:* While performing the duties of this job, the employee occasionally works near moving mechanical parts, and is regularly exposed to wet and/or humid conditions and extreme cold and room temperature changes. The employee is frequently exposed to fumes from household and industrial type cleaners or airborne particles. The noise level in the work environment is usually moderate to high.

This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. The employee may be required to perform any other job-related instructions as requested by the supervisor subject to reasonable accommodations.

**NOTE:** This position is part-time (20 hours per week), normally including early mornings, evenings, and weekends as assigned. This position may also include traveling to library meetings and workshops as needed.