



500 E. High Street, Pottstown, PA 19464

<b>Job Title:</b>	Library Custodian	<b>Job Category:</b>	Hourly/Non-Exempt
<b>Department/Group:</b>	Building Maintenance	<b>Hours Per Week</b>	20 to 25 Hour per week
<b>Location:</b>	PRPL building & Grounds	<b>Travel Required:</b>	Rarely
<b>Level/Salary Range:</b>	\$13 - \$15 per hour	<b>Position Type:</b>	Part-Time
<b>HR Contact:</b>	Executive Director	<b>Date Posted:</b>	9-1-2022
<b>Will Train Applicant(s):</b>	Basic knowledge needed	<b>Posting Expires:</b>	10-1-2022
<b>External Posting URL:</b>	External Posting URL		
<b>Internal Posting URL:</b>	Internal Posting URL		

**Applications Accepted By:**

**EMAIL:**

PottstownLibrary@mclinc.org  
Subject Line: Library Custodian

**MAIL:**

Mindy Lee M. Lipsky  
Pottstown Regional Public Library  
500 E. High St.  
Pottstown, PA 19464

**Job Description**

**ROLE AND RESPONSIBILITIES**

**POSITION SUMMARY:**

Serving our community is the heart of our library. This position is part of a team which provides prompt and friendly service to customers of all ages. Your role of this team will be to help keep the building clean and safe for all patrons. In this fast-paced environment, you will be required to help the team maintain the cleanliness of the library, assist with set up for programs, as well maintain the grounds and parking lot of the library. Tasks include but are not limited to wiping down surfaces, mopping floors, vacuuming, cleaning the restrooms, wiping stairs and railings, cleaning outside benches and tables, picking up trash, maintaining the minimal landscaping, small repairs, cleaning windows, putting together furniture, reporting any building needs or issues to the executive director, and solving problems for library customers and staff in a friendly and efficient manner. Schedule includes evenings and possibly some Saturday shifts.

**SUPERVISION:**

- Reports to the Executive Director of Pottstown Regional Public Library
- Works under the immediate supervision of the Assistant Directors and/or supervisors on duty of Pottstown Regional Public Library

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- High school diploma or its equivalent required.
- Demonstrates knowledge of skills and abilities in using equipment, materials and supplies used in building and grounds maintenance.
- Demonstrates knowledge and skills in the use of equipment and supplies necessary to do

500 E. High Street, Pottstown, PA 19464

minor repairs.

- Some knowledge of first aid and applicable safety precautions.
- Ability to work independently and to complete daily activities according to work schedules.
- Ability to lift heavy objects, walk and stand for long periods of time.
- Ability to communicate orally and in writing.
- Ability to understand and follow written and oral instructions.
- Ability to establish effective working relationships with library staff, supply and service personnel.
- Ability to perform duties in a fast-paced environment
- Ability to interact with and assist the public in a friendly and responsive manner
- Ability to work without direct supervision.
- Must always display professional conduct and appearance when performing duties.
- Must be willing to take on new challenges and responsibilities, and to be open to change and variety within the workplace.
- Ability to maintain reliable attendance and regular schedule.
- Must be flexible in work scheduling including mornings, evenings, and Saturdays
- Possess a proactive public service philosophy and passion for our community

#### **Environmental/Working Conditions**

Inside 80%, Outside 20%. Inside work provides protection from weather conditions but not necessarily from temperature change. Subject to change based on extenuating circumstances at the discretion of the Library Director.

#### **TOOLS AND EQUIPMENT USED**

Vacuums, mops, brooms, hand tools, ladders, etc.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Establishes and maintains schedule of routine janitorial and general maintenance work required to keep up appearance and safety of library facilities and grounds (public and office areas) and performs these custodial routines on a regular basis. For example, but not limited to: • vacuums carpets • cleans and maintains furniture in public and staff areas • cleans glass and counter areas • dusts books shelves • empties trash cans and hauls waste to dumpster • shovels snow and de-ices walks (we do have a snow removal company for storms) • straightens tables and chairs • cleans and sanitize restrooms and changes supplies • damp or dry mops • assists staff on special decorating projects • launder cleaning rags and dust mops • use and maintain assigned equipment: vacuums, brooms, mops, replaces batteries in automatic hand sanitizers and soap dispensers
- Works with Assistant Directors to order and maintain inventory of cleaning equipment, janitorial and other building supplies
- Collaborates with Library Director and property committee in regards to budgetary needs for buildings and grounds.

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- Maintains comfortable interior temperatures for library staff and patrons utilizing programmable thermostats.
- Set up meeting rooms (table and chair arrangements) for scheduled events as needed.
- Responsible for maintaining confidential information in accordance with respective federal, state, and local laws.
- Performs other duties as assigned.

**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 position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear.
- The employee is frequently required to use hands to operate and use objects, tools and controls and to reach with hands and arms.
- The employee is occasionally required to climb up and down ladders, balance, stoop, kneel, crouch or crawl.
- The employee must occasionally lift and or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- Ability to maneuver and to wheel books carts weighing up to 125 lbs.
- Must be able to stand for up to 4 hours during a shift
- Must be able to repetitively perform fine motor manipulations Additional Notes

**CLEARANCES REQUIRED: All library positions require the following,**

- Report of criminal history from the PA State Police
- Child Abuse History Clearance from the PA Department of Human Services
- Fingerprint based federal criminal history submitted through the FBI.

You are required to have a copy of clearances for your personnel file. You will not be reimbursed for the out-of-pocket cost of these clearances.

Last Updated By:	M Lipsky	Date/Time:	9-1-2022
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**Disclaimer:** The information in this job summary is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. You may be required to perform other duties and responsibilities as assigned.