



**Mansfield/Richland County
Public Library**

**VACANCY
POSTING
& JOB DESCRIPTION**

**Custodian
(Part time)**

**Applications will be accepted until 5:00 p.m. on Friday, December 3, 2021.
Applications can be found on our website www.mrcpl.org/about/employment/ or at
any MRCPL location. Please print, complete and submit application to any MRCPL
location or to the Business Office, 43 W Third Street, Mansfield OH 44902.**

Two part-time (15 hours per week) positions available.

Schedule 1 : 6:30am – 9:30am Mon –Fri

Schedule 2: 6:30am – 9:30am Tues – Fri and 8am – 11 am on Saturday.

Reports to:	Facilities Coordinator	FLSA Status:	Non-exempt
Pay Grade:	10: \$11.28/hr	Location:	Main Library

Positions Supervised: None

POSITION SUMMARY: Under the general supervision of the Facilities Coordinator, the Custodian performs a variety of tasks to maintain the cleanliness of the Main Library. The Custodian will be performing some tasks during the library's hours of operation and will be expected to interact appropriately with the public.

QUALIFICATIONS

1. High school diploma or equivalent is preferred but not required.
2. Previous janitorial experience is helpful but not required.
3. Basic computer skills and ability to use internet and email
4. Ability to read, write, speak and understand English
5. Comfortable working alone and in a team environment
6. Reliability and above average work attendance with ability to work flexible schedule including day, evening and weekend hours
7. Reliable transportation in order to meet work requirements
8. Favorable results of pre-employment background check
9. Physical requirements: Engage in extended periods of standing, walking, stretching and bending to reach surfaces of varying heights from above shoulders to below knees; kneeling or stooping to reach floor level, twisting/turning and pushing/pulling to vacuum, mop or sweep floors. Engage in intermittent periods of climbing stairs, typing and viewing computer monitors, lifting and carrying equipment and materials occasionally weighing 40-60 pounds and pushing loaded book trucks weighing 75-100 pounds or more. Must be able to use hands and fingers to grasp, handle and

manipulate materials and operate tools and controls, including computers/keyboards. May be required to operate leaf blower, snow blower and salt spreader and shovel snow around the exterior of the building.

10. Required at time of hire: proof of eligibility to work in the United States

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of Library policies, procedures and operations, including emergency response (acquired after hire)
2. Knowledge of safe work practices and safe lifting techniques (acquired after hire)
3. Ability to read and understand chemical labels and the proper handling of chemicals (acquired after hire)
4. Knowledge of building security and lock systems and procedures (acquired after hire)
5. Ability to simultaneously manage duties and complete work with multiple interruptions and distractions
6. Ability to understand and follow specific instructions, both verbal and written
7. Ability to work independently in the absence of close supervision
8. Ability to prioritize work and efficiently carry out assigned tasks and projects
9. Ability to perform tasks in areas where seating is not provided, unless reasonable accommodation is requested
10. Ability to remain mentally alert, focusing attention on detail and accuracy

ESSENTIAL CORE COMPETENCIES

All MRCPL employees are expected to continuously demonstrate the following:

1. Basic computer skills with demonstrable ability to use applications in Windows environment including Microsoft Office products, internet use and email
2. Ability to efficiently, effectively and positively meet the library needs of internal and external customers
3. Ability to use good judgement and common sense when making decisions, based on Library policies and procedures, to the best interest of the Library, staff and public
4. Ability to communicate effectively, both orally and in writing
5. Ability to adapt and adjust to changing situations
6. Ability to troubleshoot and correct basic technology problems
7. Awareness of community events, resources, attractions and demographics
8. Understanding of applicable local, state and federal laws and the ability to communicate this information to staff and customers and ensure the Library's compliance
9. Knowledge of and ability to use the content of the Library's website, online catalog and Integrated Library System
10. Awareness of the attributes and library needs of particular customer groups and the ability to apply that knowledge through materials, services and programming

11. Understanding and support the Library's role in providing free and equal access to ideas, information, resources, and services, from all points of view, without restriction, to every individual (Intellectual Freedom)
12. Ability to identify and prioritize work needs
13. Ability to establish and maintain effective working relationships with supervisor and other staff members and work collaboratively with others to achieve organizational goals and objectives
14. Knowledge of and compliance with the Ohio Ethics Law and the Code of Ethics and values of the Library
15. Ability to promote and support the fundamental purpose of the public library, its mission, vision, culture and structure

ESSENTIAL TASKS AND RESPONSIBILITIES

Note: The tasks listed below are illustrative, but not exhaustive, of the tasks performed by persons in this classification.

1. Consistently provide superior customer service.
2. Exhibit professional, courteous and approachable demeanor at all times.
3. Handle multiple interruptions at once, sustaining productivity and accuracy.
4. Safely handle and use chemicals according to manufacturer's instructions and department procedures.
5. Clean and sanitize restrooms daily following established procedures.
6. Follow MRCPL procedures for safely cleaning up bodily fluids.
7. Vacuum carpeting and sweep and mop hard surface flooring in assigned areas throughout the building.
8. Keep glass, mirror and stainless steel surfaces clean.
9. Empty trash receptacles throughout the building.
10. Bring safety concerns and recurring problems to the attention of the Facilities Coordinator in a timely manner.
11. Maintain regular and predictable attendance.
12. With reasonable accommodation, meet the physical requirements and perform essential tasks and responsibilities reliably within 6 months of on-the-job experience and training.

ADDITIONAL TASKS AND RESPONSIBILITIES

Note: The tasks listed below are illustrative, but not exhaustive, of the tasks performed by persons in this classification.

1. Adhere to, support, and effectively implement Library Administration and Board policies, procedures, and core values.
2. Assist with grounds keeping duties, as assigned, including snow removal.
3. Attend meetings scheduled by the Facilities Coordinator.
4. Attend Staff Development Day and additional workshops and seminars, as assigned.
5. Perform additional tasks as required by the upward chain of command, which moves from the Custodian to the Facilities Coordinator to the Director.