

**“To Inform, Enrich & Empower”**  
**Jasper County Public Library**  
**Job Description**

**Title:** Janitor

**Classification:** Janitor

**Branch/Department:** DeMotte Library

**FLSA:** non-exempt

**Reports to:** Branch Manager

**General Summary:**

Directly contributes to the accomplishment of the Library’s mission through detail-oriented cleaning and routine maintenance of the building. Our building and grounds are a reflection on the Library Board and staff—and on the service we provide. Clean, sparkling, well-maintained facilities provide an inviting environment for everyone.

**Primary Responsibilities and Duties:**

**Essential Functions:**

- Plan and execute cleaning schedule and coordinate with other janitor so that daily, weekly and periodic tasks are accomplished
- Alert Branch Librarian to tasks requiring additional/specialized assistance
- Add needed supplies to be ordered to the Monthly list before the 20<sup>th</sup> of each month
- Clean all interior areas of the Library, including disinfecting high touch surfaces
- Clean/Dust all tabletops, counters, shelf surfaces, furniture and appliances
- Clean glass on doors, display cases, windows, etc.
- Keep bathrooms clean and stocked with paper, soap, deodorizer
- Keep staff lounge clean and stocked with cleaning supplies
- Empty internal/external trash containers; take out trash
- Vacuum carpets/mats; scrub/shampoo as needed
- Sweep and mop floors
- Wash coffee pots
- Clean light fixtures, change burned out light bulbs
- Sweep entryways and sidewalks
- Remove leaf and other debris along curb gutters
- Remove litter on the lawn and parking lot
- Must adhere to library Internal Control Standards and System
- Perform all duties in a manner reflecting regard for the safety of self and others
- Safeguard the security of Library property and premises

**Other Duties:**

- Keep walkways salted and clear of snow by staff entrance and front walkway to book drop
- Dust and clean blinds
- Check daily the drain in the west parking lot keeping clear of debris
- Special tasks as assigned by supervisor

**Knowledge, Skills, and Abilities Required:****Minimum Education:**

- High School Graduate or Equivalent preferred

**Minimum Experience:**

- Commercial or business cleaning experience preferred

**Contact with Others:**

- Must demonstrate ability to interact well with contracted repair workers and other staff

**Mental/Analytical Demands:**

- Must demonstrate attention to detail
- Must demonstrate ability to work independently
- Must be able to read and comprehend verbal and written work assignments issued in English
- Must be able to read and comprehend verbal and written safety/operational instructions

**Certification, Licensure, Registration:**

- None

**Working Conditions:****Physical Requirements:**

- Must demonstrate ability to perform pushing, climbing, bending, squatting, kneeling and reaching from floor level to 6 feet in height
- Must demonstrate ability to move in a timely manner
- Routine lifting of materials up 50 pounds

**Working Environment:**

- Public/Office environment

**Equipment Used:**

- Vacuum cleaner and carpet cleaner
- Ladders
- Basic hand and power tools
- Leaf Blower
- Wet-n-Dry vac

**General Statement:** The above primary job duties and responsibilities describe the level and nature of work performed generally by employees assigned to this job. The description should not be construed as an exhaustive listing of all job duties and responsibilities performed by this job.

**Effective Date:** 5/05; Revised 12/21; Reviewed 1/23