

Henry County Library System

Job Title: Cleaners

FLSA: Non-Exempt

JOB SUMMARY:

Under the supervision of the Branch Manager/Assistant Branch Manager, this part-time position is responsible for cleaning of the Library.

ESSENTIAL DUTIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Clean all bathrooms daily: clean and disinfect toilets inside and out, clean walls of stalls, clean and disinfect sinks, clean mirrors, disinfect drains once a month, restock paper dispensers, clean and disinfect door handles.
- Vacuum the carpeted areas.
- Sweep hard floors (and mop as needed).
- Empty all trash receptacles.
- Wipe down the circulation desks in adult and children's areas.
- Wipe down tables in public areas.
- Clean glass in entry doors,
- Pick up litter from the sidewalks and parking lot.
- Dust window blinds on a rotating basis.
- Not responsible for washing staff dishes or cleaning computer equipment.
- Other cleaning as assigned by the Branch Manager/Assistant Branch Manager.

SUPERVISORY CONTROLS:

Works under the supervision of the Branch Manager/Assistant Branch Manager.

REQUIRED KNOWLEDGE AND SKILLS:

- Ability to learn and use the library's custodial equipment and cleaning materials.
- Ability and willingness to understand and efficiently carry out oral and written instructions, and to follow through on numerous details in an orderly, systematic fashion.
- Ability to work under minimum supervision.

SCOPE AND EFFECT:

The purpose of the work is to assure the clean and sanitary conditions of the branch.

PHYSICAL DEMANDS:

- Work typically involves moving, using, and adjusting a variety of heavy equipment and materials.
- Lifting up to 50 pounds and other strenuous physical activities, and requires sustained operation of cleaning equipment such as vacuum cleaners, mop buckets, etc.

- Work includes exposure to cleaning chemicals, debris and dust, and other uncomfortable conditions

Minimum Qualifications:

High school education or GED