

# Washington County Public Library

## POSITION SPECIFICATION

|             |   |              |                   |
|-------------|---|--------------|-------------------|
| TITLE:      | Custodial   | PAY GRADE:   | 02                |
| DEPT/LOC:   | Beverly   | FLSA STATUS: | Non-exempt        |
| REPORTS TO: | Branch Manager/<br>Building and Grounds Coordinator | HOURS/WEEK:  | 15 hours per week |

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**Job function:** Under the general direction of the Branch Manager/B&G Coordinator, provides the cleaning duties for the interior of the building and the care of the grounds surrounding the building.

### Primary Duties and Responsibilities

- ◆ Ensure that the library buildings are neat and clean.
- ◆ Ability to communicate easily with others.
- ◆ Must be able to work independently.
- ◆ Ability to follow basic written and oral instructions accurately.
- ◆ Prepare meeting room as needed.
- ◆ Perform other duties as assigned.

### Minimum Qualifications:

**Required:** High school or GED program graduate.

**Desired:** Cleaning work experience.

### Typical Physical Requirements:

General physical: Frequent sitting, occasional walking, lifting, and carrying.

Eye-hand coordination: Essential for computer operations.

Finger dexterity: Frequent data entry and keyboard operations.

Vision: Good vision is necessary due to frequent exposure to VDTs.

Speech: Converses verbally with other staff members, patrons, guests, and vendors.

Hearing: Essential to communicate with staff members, patrons, guests, and vendors.

Lifting: Up to 25 pounds frequently and up to 75 pounds occasionally.

Possess a valid Ohio or West Virginia driver's license.

Must be able to work mornings, evenings and weekends.