

Washington County Public Library

POSITION SPECIFICATION

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

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.