

Custodian

DEPARTMENT:	Operations
GRADE:	36
CLASS CODE:	CUST
FLSA STATUS:	Non-Exempt
UNION STATUS:	Represented
REVISED DATE:	August 2020

Summary:

Under direct supervision, performs a variety of custodial functions and assists in maintaining assigned Timberland Regional Library District facilities.

Reporting Relationships and Team Work:

This position is supervised by and reports to the Operations Director as part of a service oriented team.

Essential Duties and Responsibilities:

Class specifications are intended to provide a descriptive list illustrative of the range of duties performed by employees in the class. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Clean, maintain, and secure the district buildings, to include restrooms, lunch rooms, common areas, offices and storage areas. Sweep and/or vacuum common areas, dust fixtures and sanitize to ensure clean and safe environment for staff and patrons.
2. Break down cardboard boxes and transport to recycling bins.
Monitor and restock restroom supplies and janitorial supply inventory
3. Respond to custodial requests quickly and professionally.
4. Adhere to the organization's safety policies to create a safe working environment for everyone.
5. Perform routine and deep cleaning tasks as dictated by schedule provided by Operations Director.

Core Skills and Qualities:

Employees are expected to demonstrate the following qualities at all times:

1. Establish and maintain effective working relationships.
2. Positively reflect TRL's mission, vision, and values.
3. Effective organizational and time management skills, including the ability to multitask, manage multiple tasks at the same time and adapt to changing priorities to meet demands of the department.
4. Effective verbal communication.

5. Demonstrate quality customer service.
6. Exhibit reliability and dependability. Demonstrate punctuality and regular and consistent attendance.
7. Demonstrate a positive attitude and flexibility.
8. Work well with others, show respect, contribute to the team.

Required Knowledge, Skills, and Abilities:

Employees are expected to perform or possess the following:

1. Principles and practices of janitorial maintenance, including the safe operation of janitorial equipment, cleaning agent use, and knowledge of regulations and safety standards governing the cleaning of public facilities.
2. Maintenance of janitorial records and conducting janitorial activities in accordance with established cleaning schedules.
3. Familiarity with Safety Data Sheets (SDS) and their recordkeeping requirements.
4. Establishing and maintaining effective working relationships with other staff.

Technology Requirements:

- PC navigation skills in a Windows-based environment.
- Ability to navigate, search and use web functions and software applications (i.e., time and attendance systems, performance reviews).
- Basic Microsoft Office Suite skills (e.g., Outlook, Word, Excel) to satisfactorily complete job responsibilities.
- Familiarity with SharePoint

Education and Experience:

High School Diploma or equivalent, and one year janitorial experience; OR an equivalent combination of education and experience.

Licenses, Certifications, and Special Requirements:

- A valid Washington State Driver's License.
- Must pass and maintain a criminal background check.

Physical and Environmental Conditions:

- Work is performed in and around District facilities and grounds.
- Subject to standing, walking, bending, reaching, and occasional lifting of objects up to 50 pounds.
- Exposure to cleaning chemicals, fumes, dust, dirt, bodily fluids, and hazardous materials.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions with this job.

This and all TRL positions are subject to transfer, based on library need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. Timberland Regional Library is also an Equal Opportunity Employer.