



40 Hrs.	Custodian	Job Description	
Direct Report	Assistant Facilities Director	Grade	
Department	Facilities	FLSA	Non-Exempt
Division	Facilities	Bargaining Unit	ASFME Local ----
Date	January 2015	Location	Reading Public Library

Summary

The custodian maintains a clean working environment for all staff and visitors, ensuring all areas are safe. Provide routine custodial and maintenance work in connection with the care of Reading Public Library.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Sweeps, dusts, scrubs, and mops rooms, corridors, windows, washrooms and toilets.
2. Vacuums all carpeted flooring including stairways.
3. Polishes furniture, floors and bright work.
4. Performs room setups and breakdowns.
5. Washes woodwork, windows, blinds and furniture as needed.
6. Cleans all horizontal surfaces.
7. Performs detailed restroom cleaning and sanitation.
8. Strips, scrubs, and refinishes floors as needed.
9. Collects and disposes of refuse, and recycling materials.
10. Replaces light bulbs and performs minor repairs.
11. Orders all cleaning supplies.
12. Maintains outside walk areas, including sweeping debris, washing walkways and removal of snow and ice.
13. Performs similar or related work as required, directed or as situations dictate.

Peripheral Duties

1. May perform additional custodial duties in other Town facilities as needed and directed by Director of Facilities.

Supervisory Responsibility

1. This position has no supervisory responsibility.

Competencies

Personal Effectiveness	Flexibility	Thoroughness
Collaborative Skills	Communication	Time Management

Work Environment

This job operates in a professional office environment which requires frequent interaction with members of the general public. While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to outside weather conditions.



Custodian

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift and move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Hours

This is a full time position with typical 40 hours per week. 8:30 AM to 4:30 PM Monday through Friday

Minimum Qualifications

1. High School diploma or GED
2. Two (2) years of related experience or
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Additional Knowledge, Skills and Abilities:

1. Working knowledge of the principle practices of public administration, records management, human resources;
2. Ability to establish and maintain professional working relationships with staff, supervisors and deliver a high level of customer service to members of the general public;
3. Ability to maintain confidentiality, communicate effectively, multi-task and prioritize

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice as needed by the Town of Reading within the scope of departmental needs.

Signatures

This job description has been approved by all levels of management:

Town Manager: _____ HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____