



West Georgia Regional Library System (WGRLS) seeks a motivated individual to perform custodial duties at Neva Lomason Memorial Library in Carrollton GA. This is a part time position with the possibility of some weekend and evening hours.

#### JOB DESCRIPTION

Position: Custodian

Salary: 19.50 hours a week at \$11.50 per hour

Reports to: Library Manager

Supervises: None

#### JOB SUMMARY

Under the supervision of the Library Manager, the Custodian performs custodial and light maintenance services, including sweeping, vacuuming, mopping and other cleaning duties in and around the Neva Lomason Memorial Library.

#### ESSENTIAL JOB FUNCTIONS

- Maintains a schedule of routine janitorial work required to keep up appearance and safety of the library facilities and grounds.
- Performs custodial work, including but not limited to, sweeping, mopping, vacuuming carpets, dusting and cleaning furniture and shelves and equipment, washing windows, cleaning and supplying restrooms, removing trash.
- Responsible for tracking custodial supplies inventories; works with supervisor to record needed supplies.
- Provides preventative maintenance and cleaning of custodial equipment on a regular basis.
- Provides assistance to staff in moving furniture, library materials, supplies, equipment, etc., as needed.
- Maintains order and cleanliness of storage areas.
- Set-up and clean-up of library programs and meetings as necessary.
- Keeps parking lot rubbish picked up.
- Assists in maintaining landscaping including: weeding, mowing and other activities as needed.
- Notes repairs, damages or cleaning needs and reports to supervisor.
- Other duties as assigned.

## KNOWLEDGE, SKILL AND ABILITIES

- Ability to learn and use the library's custodial equipment, materials, computer, and office equipment.
- Ability to work independently and to complete daily activities according to work schedules.
- Ability to follow emergency procedures.
- Ability to establish and maintain effective working relationships with fellow staff members, vendors, government personnel, and other service providers.

## Work Environment

- 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work typically includes moving, using, and adjusting a variety of heavy equipment and materials.
- Job requires walking, standing, sitting, bending, stooping, reaching, using hands to operate and use objects, tools and controls and to reach with hands and arms. The employee is occasionally required to climb up and down ladders, balance, stoop, kneel, crouch or crawl.
- Heavy lifting up to 100 pounds and other strenuous physical activities.
- Work includes exposure to chemicals and vapors, debris and dust, and other uncomfortable conditions.
- Regular contact is made with employees and the general public.
- Use of cleaning chemicals, repair tools, custodial and other equipment and materials as required. Also computer and other office equipment as required.
- Work hours may be varied.

## EDUCATION, EXPERIENCE AND TRAINING

- High School diploma or equivalent.
- Valid Driver's License.
- Experience in custodial and repair and maintenance services preferred.

## TO APPLY

Email cover letter, resume, and at least three professional references to [jobs@wgrls.org](mailto:jobs@wgrls.org). Position open until filled. Employment contingent upon satisfactory background check.