



Position: Custodian

Reports to: Business Services Manager and Neva Lomason Library Manager

Job Summary

West Georgia Regional Library System (WGRLS) seeks a motivated individual to perform custodial duties at the Neva Lomason Memorial Library and the WGRLS Administrative Building in Carrollton, GA.

Essential Functions

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

Knowledge, Skills, 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 typically includes moving, using, and adjusting heavy equipment and materials.
- The 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.
- Knowledge of cleaning chemicals, repair tools, custodial and other equipment, and materials.

- Work hours may be varied.

Job Requirements

- High School Diploma or equivalent.
- Valid Driver's License
- Experience in custodial services preferred.
- Employment is contingent upon a satisfactory background check.

Salary and Benefits

This is a part-time position with 19.5 hours per week at \$13.50 per hour, which may include morning, evening, and Saturday hours.

To Apply

Qualified applicants should submit a cover letter, resume, and three professional references to jobs@wgrls.org or apply through our website at <https://wgrls.org/about/careers>. Position open until filled. Employment is contingent upon a satisfactory background check.