

GEORGETOWN TOWNSHIP LIBRARY
JOB DESCRIPTION
Library Cleaner/Housekeeper

NATURE OF WORK

This is a part-time Library position performing general housekeeping and cleaning duties to maintain the Library building. Performs work according to a standard procedure and by the building's established operational schedule. This position is requires a high attention to detail. Hours include evenings and weekends. Performance is subject to periodic review by the Library Director. This position reports to the Library Director.

EXAMPLES OF WORK

1. Maintains an effective and efficient schedule of cleaning.
2. Keeps floors (carpet, tile, mats, etc.) and furniture clean by vacuuming, sweeping, steam cleaning, mopping, scrubbing, and washing on a regular schedule. Spot cleans or shampoos carpets, mats, and furniture as necessary. Cleans baseboards. May be required to polish, buff, strip, and wax floors.
3. Dusts, cleans, polishes, disinfects, etc. furniture, shelves, cupboards, display cases, countertops, appliances, sinks, cubicles, electronic equipment, etc. throughout the building, including all horizontal and vertical surfaces.
4. Cleans and disinfects restrooms, including but not limited to, toilets, urinals, baby changing stations, walls, waste receptacles, door handles, sinks, fixtures, door panels, push plates, etc.
5. Cleans windows, mirrors, glass doors, glass partitions, drinking fountains, etc. on a regular schedule
6. Removes cobwebs from all areas and stains from various surfaces.
7. Reports to the Library Director when necessary about needs regarding building maintenance as well as requests, tracks, and maintains needed supplies and equipment.
8. Washes/polishes/cleans walls, blinds, woodwork, windows, window coverings, doors, sills, furniture, etc. and removes graffiti.
9. Gathers, empties, and removes all trash and recycling to outside dumpsters.

10. Replenishes supplies (e.g., paper towels, soap, toilet tissue, etc.).
11. Sets up and tears down chairs, tables, and equipment as needed.
12. Maintains confidentiality of all Library records and transactions encountered during work, as well as the security of the facility.
13. Performs other cleaning work of a comparable level of difficulty and responsibility as required by professional staff.

REQUIREMENTS OF WORK

1. Ability to make decisions within established guidelines and to work independently as well as with others in a multi-task environment.
2. Interpersonal and communications skills necessary to effectively communicate in verbal and written forms.
3. Attention to detail, aptitude for tidiness, and proficiency in cleaning skills and the use of cleaning equipment.
4. Ability to follow all applicable safety rules and procedures.
5. Ability to apply common sense understanding, to deal with problems, and to carry out detailed oral or written instructions.
6. Ability to acquire job skills within one month of date of hire.
7. Ability to serve the public courteously; to obtain and communicate information effectively; ability to maintain proper composure with the public as well as maintaining effective working relationships with co-workers.
8. Ability to stand for long periods of time, as well as to handle/feel objects, tools, controls, etc.; kneel; crouch; climb; balance; crawl; grasp; push; pull; lift; stoop; walk; grasp; perform repetitive motions; and push/pull fully loaded book carts.
9. Ability to read both print and CRT-display lettering. Visual acuity for data entry and other daily tasks.
10. Physical ability to reach top shelves for dusting/cleaning; climbing (including ladders) to reach light fixtures, shelving canopies, windows, etc.; retrieve, place, remove materials above shoulder or below knee level; and lift/carry/push/pull materials, carts, furniture, and equipment weighing up to 75 pounds.

11. Ability to work independently and/or unsupervised and follow established routines.
12. Ability to perform repetitive tasks fast and accurately.
13. Ability to read and follow directions.
14. Basic mathematical skills to perform routine calculations.
15. Ability to move equipment, materials, etc.
16. Ability to follow precise cleaning/maintenance schedule.

REQUIRED MINIMUM TRAINING AND EXPERIENCE

1. Possession of a high school diploma or equivalent.
2. Working knowledge and use of cleaning materials.
3. Prior cleaning experience desired.

The preceding declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of all the skills and abilities required to perform the job. Rather, they are intended only to describe the general nature of the job.