



Anderson County Library
300 N. McDuffie St, Anderson, South Carolina 29621
(864) 260-4500

JOB DESCRIPTION

JOB TITLE: Custodian – Housekeeping

Pay Grade:

FLSA: Non-Exempt

FUNCTION

Responsible for cleaning of the Pendleton Library.

SUPERVISION RECEIVED

Works under the supervision of the Branch Manager and in conjunction with the Buildings and Grounds Supervisor.

SUPERVISION EXERCISED

None.

EXAMPLES OF WORK PERFORMED

(These tasks are illustrative only; to carry out the day-to-day functions of the job, other duties may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.)

- Responsible for vacuuming the Pendleton Library.
- Responsible for cleaning the bathrooms, both public and staff, on a daily basis, including toilets, stall walls, mirrors, sinks, paper holders and floors. Check before leaving for day to ensure no problems exist.
- Maintaining glass in main lobby area, meeting room kitchen, Library entrance, Library meeting/study rooms and Library office area.

- Responsible for cleaning the kitchen area of the meeting room after use by groups.
- Responsible for mopping the entrance area and front lobby area on a regular basis.
- Responsible for dusting surface and book shelving of the Branch Library.
- Responsible for dusting, cleaning and sanitizing public and staff computers weekly.
- Responsible for cleaning the staff break room, including mopping and cleaning the staff refrigerator.
- Responsible for picking up trash in the parking lot and sweeping sidewalks and handicap parking daily.
- Responsible for cleaning outside of window ledges to remove spider webs and dead bugs; cleans outside of window glass.
- Performs other related duties as required.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) High School Diploma, GED or equivalent experience.
- (B) One year experience in housekeeping/custodial work.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of cleaning standards.
- (B) Ability to establish and maintain effective working relationships with the general public, employees, branch managers and system personnel; ability to work in a team environment as well as independent work.
- (C) Must possess a valid driver's license or the ability to obtain one.

TOOLS AND EQUIPMENT USED

Vacuum cleaners, mops, mop buckets, cleaning supplies, dusting implements.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet to moderate.

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to maneuver objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to travel to other areas within the Library..

The employee must occasionally lift and/or move up to 30 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description does not constitute an employment agreement between the Anderson County Library System and an employee and is subject to change by the Anderson County Library System as its needs and the requirements of the job change. Also, the Anderson County Library System may change assigned work location and schedule depending upon the needs of the system.