



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 Main Library.

### **SUPERVISION RECEIVED**

Works under the supervision of the Building and Maintenance 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 both public floors of the Main Library.
- Responsible for cleaning the bathrooms, both public and staff, on a twice daily basis, including toilets, stall walls, mirrors, sinks, paper holders and floors.
- Maintaining clean glass in main Lobby area.
- Responsible for dusting book shelving in the public areas of the Main Library.
- Empties trash from all areas, inside and outside, of the Main Library building.

- Responsible for cleaning the staff break room, including mopping and cleaning the staff refrigerator. Also responsible for cleaning the refrigerator on the Main floor.
- May fill in other positions within the Maintenance/housekeeping department.
- Performs other related duties as required.

## **REQUIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- (A) High School Diploma, GED or equivalent experience.
- (B) One (1) year of housekeeping, preferred.

### **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, dispensers.

## **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.**