



**West Custer County Library**  
**POSITION DESCRIPTION**  
**Janitor**

**Position Purpose**

Performs janitorial maintenance duties, including but not limited to cleaning restrooms, vacuuming, mopping, dusting, and other duties as assigned.

**Relationships**

Works under the supervision of the Director. Additional duties may be assigned.

**Primary Duties and Responsibilities**

Every Shift:

- Clean restrooms, spot mop as needed
- Take out all trash
- Vacuum lobby and front desk areas
- Spot mop lobby as needed
- Inform Director of needed supplies, such as trash bags and toilet paper, with adequate time to order more

Additional Duties:

- Mop lobby and restrooms as schedule allows
- Vacuum library
- Vacuum community room
- Dust all book shelves
- Dust all fans with extendable duster
- Clean community room kitchen
- Other duties as assigned

**Hours:** Two to three 1-hour shifts from 9am to 10am Tuesday to Saturday

**Salary:** \$15/hour

**Education, Experience, Skills and Abilities Needed**

Education: Required: High school diploma or equivalent.

Experience: Required: Ability to pass a background check. Preferred: Any cleaning experience

Knowledge, Skills and Abilities Required:

- Ability to understand verbal instructions.
- Ability to understand and follow safety procedures.



- Ability to operate vacuums and other related equipment.
- Ability to safely use cleaning equipment and supplies.
- Ability to use hand and power tools applicable to trade.
- Ability to lift and manipulate heavy objects.
- Ability to read, understand, follow, and enforce safety procedures.
- Ability to understand written and verbal communications.

February 2021