

Albert Wisner Public Library

JOB DESCRIPTION

Staff Member: _____

Position: **Cleaner, PT**
Classification: Cleaner
Supervisor: Assistant to the Library Director

POSITION SUMMARY

Performs general cleaning and minor maintenance duties to maintain the library building, walks, grounds and equipment in a clean, orderly and functioning condition. Provides assistance to staff and visitors as necessary.

DUTIES AND RESPONSIBILITIES INCLUDING BUT NOT LIMITED TO:

1. Outside Building
 - A. Sweep entryway and front sidewalk. Remove stains from cement.
 - B. Put down salt on walks when necessary.
 - C. Maintain grounds by picking up litter and keeping outside neat and clean.
 - D. Water plantings during spring and summer.

2. Inside Building
 - A. Maintain carpeted areas by vacuuming and periodically removing stains.
 - B. Vacuum and mop vinyl/tile areas on first floor and lower level.
 - C. Maintain furniture, woodwork and windowsills by dusting, washing and polishing.
 - D. Wipe down public tables
 - E. Keep library books and shelves dust free.
 - F. Clean and disinfect bathrooms (toilets, sinks, walls and floors)
 - G. Refill soap and towel dispensers in bathrooms.
 - H. Collect and dispose (breakdown boxes) of trash including recyclables.
 - I. Wash trash cans periodically
 - J. Set up and take down chairs and tables for meetings and events.
 - K. Bring delivered books and supplies to proper department in the library.
 - L. Inform Director of needed repairs to building and equipment.
 - M. Make minor repairs to building when necessary such as:
 1. Changing light bulbs
 2. Hanging pictures
 3. Installing hooks, nails etc.
 4. Repairing shelves
 5. Minor plumbing repairs
 6. Limited painting jobs
 - N. Clean interior glass as needed.
 - O. Restock maintenance supplies when necessary.
 - P. Keep a maintenance schedule of daily, weekly, monthly and seasonal chores.
 - Q. Other related duties as assigned.

Signed _____ Date _____