

Title: Janitor

Reports to: Grounds & Facilities Supervisor

FLSA: Non-exempt (hourly)

Hours: Part-time Benefitted, 25 hours per week, schedule is typically Monday-Friday, occasional Saturdays.

Starting Wage: \$11.00/hour

Benefits Summary: KPERS Retirement, Aflac, Paid Vacation, Sick Leave and Holiday Pay, pro-rated based on hours worked.

JOB SUMMARY: As part of the Facilities and Grounds department, the position will be responsible for creating a clean and welcoming atmosphere in all areas of the library and will be the main person responsible for cleaning all public and staff areas of the library. This position will also assist with building and grounds maintenance.

Library Competencies for all employees:

- Provide a welcoming environment to people of all ages and backgrounds
- Show commitment to customer satisfaction
- Develop and maintain positive relationships with internal and external customers
- Represent the library in a positive and ethical manner
- Show a capacity for grasping concepts and asking questions to gain further understanding
- Communicate effectively orally and in writing
- Effectively use computer/technology skills for the position
- Cross-train in other areas of the library as appropriate
- Work cooperatively with supervisors and co-workers
- Comply with library policies and procedures
- Comply with safety and security standards; keep the workplace safe and clean
- Show flexibility and adaptability

Cleaning & Janitorial Duties

- Clean all restrooms daily, including toilets, sinks, all surfaces.
- Refill consumable products in restrooms and other areas of the library
- Empty all trash receptacles in offices, restrooms, and public areas of the library on a daily basis.
- Mop floors in restrooms and public areas of the library
- Vacuum carpeted areas on a regular basis in offices and public areas of the library.

Additional Duties

- Notify supervisors of problems and suggest remedies.
- Assist with basic building maintenance as needed.
- Serve as part of the Facilities and Grounds department and assist with projects.
- Attend workshops and trainings as needed
- Attend DCPL staff and department trainings as needed
- Other duties as assigned by supervisors and management as time allows.

Experience & Qualifications

- Experience in cleaning or custodial work in offices or public facilities.
- Knowledge of basic operations, tools, and terms used in building and equipment maintenance.
- Know the purposes and uses of common cleaning supplies.
- Must speak and understand English.

Knowledge, Skills, & Abilities:

Demonstrated ability to work independently and set priorities for multiple tasks; exercises good judgment, courtesy, and tact in dealing with public, vendors, and other town employees.

Physical & Mental Requirements:

- Ability to lift and carry 20 lbs. over 100 feet multiple times in a 3-5 hour period.
- Load overhead to height of 6 ft. and to bend, stoop, and kneel on the floor multiple times in a 3-5 hour period.
- Ability to work on a ladder and work with arms above head for extended periods of time
- Ability to hear people in a conversational voice at a distance of 10 ft. and on a telephone
- Ability to speak clearly and audibly to a person standing at a 10 ft. distance

Note: This job description is illustrative of tasks and responsibilities. It is not all-inclusive of every task or responsibility. The Dodge City Public Library is an equal opportunity employer.

10/2/2021--LJ