

City of Mission Job Description

Job Title: **Custodian**

Classification: **Non-Exempt**

Department: Library



Division:

Supervisor: Supervising Librarian

Effective: February 28, 2006

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**I. JOB SUMMARY**

Individual is responsible for cleaning and maintaining the library facilities. He/she has very little contact with the public. The individual is required to be on call and may be required to work on a shift. Individual will perform other duties assigned by Supervisor. This position has no Supervisory and Management responsibilities.

**II. EDUCATION REQUIREMENTS**

- High school diploma or equivalent is preferred, but not required.
- Must be able to read the English language.
- One (1) year experience in custodial responsibilities preferred.

**III. SKILL AND ABILITY REQUIREMENTS**

- Requires knowledge of proper cleaning procedures.
- Ability to repair mechanical and electrical devices.
- Ability to assemble shelves, furniture and equipment.
- Perform job with special attention to good public relations, safety, courtesy and professionalism.
- Ability to establish and maintain effective working relationship with the general public, supervisor, and co-workers.
- Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to communicate effectively in English both orally and in writing.
- Ability to communicate effectively in Spanish a plus.

**IV. EQUIPMENT/MATERIALS**

- Mop, Broom, Vacuum cleaner
- Ladder, Hammer, Soldering gun
- Electric drill/saw, Cleaning chemicals, Trash can
- Duster, Dust cloth

**V. ESSENTIAL JOB FUNCTIONS**

- Vacuum carpet throughout the library.
- Wash windows and clean entrances to the doors.
- Clean library shelves, desks, restrooms, windows, walls, floors, and work areas.
- Mop library floors.
- Pick up books left throughout the library.
- Pick up trash inside and outside of the library.

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- Dust shelving and offices throughout the library.
- Dust behind, around and under computers.
- Clean all monitors in the library with special solution.
- Take uniforms in to be washed, pickup supplies and parts locally.
- Set up community room including audio video, projection and computer equipment.
- Perform other related duties as assigned.
- Follows all library rules, policies and procedures.

**VI. NON-ESSENTIAL JOB FUNCTIONS**

- Replace burned out fluorescent lights
- Lay cable for computer network.
- Assist patrons unloading materials donated to the library from their vehicles.

**VII. WORK ENVIRONMENT**

Exposure to the following environmental conditions are required for this job. The majority of the time the individual works indoors in a well lighted, air conditioned environment. The physical demands vary from moderate to high and at times include lifting of boxes of heavy materials (books or other donations, cleaning cart, industrial vacuum cleaner, etc.). Job hazards include working around cleaning chemicals, and maintaining and repairing library furniture, fixtures, and equipment.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
Extreme Noise	X			

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**VIII. MANUAL DEXTERITY**

Both fine and gross hand manipulation is required to perform essential job functions. Fine hand manipulation is utilized to write information. Gross hand manipulation is required to grip boxes, sacks, equipment and books requiring moderate to heavy force exertion.

**IX. PHYSICAL DEMAND ANALYSIS:**

**MATERIAL HANDLING ACTIVITIES**

<b>Tasks</b>	<b>Weights</b>	<b>Frequency</b>	<b>Performance</b>
<b>LIFTING</b>	Up to 5 lbs	<b>C</b>	Lifting a book or stack of books.
	6-10 lbs	<b>F</b>	Lifting a stack of books.
	11-20 lbs	<b>O</b>	Lifting boxes of books and materials donated to the library.
	21-25 lbs	<b>O</b>	Lifting boxes of material or audiovisual equipment.
	26-50 lbs	<b>O</b>	Lifting boxes of books and materials.
	51-75 lbs	<b>N/A</b>	
	76-100 lbs	<b>N/A</b>	
	Over 100 lbs	<b>N/A</b>	
<b>CARRYING</b>	Up to 5 lbs	<b>C</b>	Books to shelve.
	6-10 lbs	<b>F</b>	Books to shelve.
	11-20 lbs	<b>O</b>	Carrying a stack of books while shelving.
	21-25 lbs	<b>O</b>	Carrying a stack of books while shelving.
	26-50 lbs	<b>O</b>	Carrying a stack of books while shelving.
	51-75 lbs	<b>N/A</b>	
	76-100 lbs	<b>N/A</b>	
	Over 100 lbs	<b>N/A</b>	
<b>PUSH/PULLING</b>	Up to 5 lbs	<b>O</b>	Pushing or pulling a book truck.
	6-10 lbs	<b>O</b>	Pushing or pulling a book truck.
	11-20 lbs	<b>O</b>	Pushing or pulling a book truck.
	21-25 lbs	<b>O</b>	Pushing or pulling a book truck.
	26-50 lbs	<b>O</b>	Pushing or pulling a book truck.
	51-75 lbs	<b>N/A</b>	
	76-100 lbs	<b>N/A</b>	
	Over 100 lbs	<b>N/A</b>	

**N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%**



**NON-MATERIAL HANDLING ACTIVITIES**

<b>Task</b>	<b>Frequency</b>	<b>Performance</b>
<b>CLIMBING</b>	<b>O</b>	5%-10% of the work day employee will shelve books on higher shelves.
<b>BALANCING</b>	<b>F</b>	Balancing to clean upper library shelves.
<b>STOOPING</b> (bending at waist)	<b>F</b>	Up to 40% of the work day employee will shelve books.
<b>KNEELING</b> (one or both knees)	<b>F</b>	Up to 30% of the work day employee will shelve books, donations and magazines. Helping patrons find library material.
<b>CROUCHING</b> (bending at hips/knees)	<b>F</b>	Up to 50% of the work day employee will shelf and look for books requested by patrons.
<b>CRAWLING</b>	<b>O</b>	Pulling cable and cleaning bathrooms.
<b>REACHING</b>	<b>C</b>	Shelving books below waist level and above shoulder and head level.
<b>TWISTING/TURNING</b> (rotation)	<b>C</b>	180 degrees turn when shelving and while checking out books.
<b>HANDLING</b> (manipulated objects)	<b>C</b>	Working with trash cans, dispensers, and electric tools.
<b>FINGERING</b> (finger dexterity)	<b>C</b>	Using soldering iron, electric drill, and a skill saw and cleaning trash cans, dispensers, bathrooms, and dusting.
<b>STANDING</b>	<b>F</b>	Working with trash cans, dispensers, and electric tools.
<b>WALKING</b>	<b>F</b>	Working with trash cans, dispensers, and electric tools.
<b>GRASPING</b> (whole hand activities)	<b>F</b>	Using mop, industrial vacuum, and broom
<b>Talking</b> (ordinary talking)	<b>C</b>	80-100% of the work day employee will talk to staff and the public.
<b>Hearing</b> (conversation w/others)	<b>C</b>	80-100% of the work day employee listens while working with staff and patrons.
<b>Seeing-focusing, near</b> (within 20 inches)	<b>C</b>	Reads general library material required by position.
<b>Seeing-focusing, far</b>	<b>C</b>	Observing patrons within library and staff to monitor proper service and management of the facility.

**N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%**

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## **LIFTING, CARRYING, PUSHING, AND PULLING NOTICE**

Everyone should be familiar with proper lifting, carrying, pushing, and pulling techniques. If you are not, have your supervisor explain these to you. We also have videos that show how to safely lift, carry, and push or pull items.

Because of the type of material we deal with in the library environment (which includes boxes of books, magazines, etc.) there may be times when you are asked or feel you are required to lift, carry, push or pull an item of a weight in excess of 50 lbs.

What do you do to protect yourself from lifting, carrying, or pushing/pulling more than you can safely handle?

### **Identify the Risk**

Know your own limitations, be able to recognize items which are beyond your capacity to lift, carry, push or pull safely.

### **DO NOT LIFT, CARRY, PUSH, or PULL THESE ITEMS**

### **Communicate the Risk**

Tell your supervisor if you ever feel that you need help in lifting, carrying, pushing, or pulling an item.

### **DO NOT LIFT, CARRY, PUSH, or PULL THE ITEM WITHOUT ADEQUATE HELP**

### **If something must be Moved, Lifted, Carried, Pushed, or Pulled**

It is our policy that you will NOT be asked to lift, carry, push, or pull items which appear to be beyond your capacity to lift safely. If you are asked to do so, then:

- Tell the individual asking you to do so that you need help in lifting, carrying, pushing, or pulling the item.
- Get adequate help.

### **DO NOT LIFT, CARRY, PUSH, or PULL THESE ITEMS** **WITHOUT ADEQUATE HELP**

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**Custodian's Work Schedule**  
**Full-time Position**

**Schedule 1**

Monday p.m.	5:00 a.m. to 9:00 a.m.	-	10:00 a.m. to 2:00
Tuesday p.m.	5:00 a.m. to 9:00 a.m.	-	10:00 a.m. to 2:00
Wednesday p.m.	5:00 a.m. to 9:00 a.m.	-	10:00 a.m. to 2:00
Thursday p.m.	5:00 a.m. to 9:00 a.m.	-	10:00 a.m. to 2:00
Friday p.m.	5:00 a.m. to 9:00 a.m.	-	10:00 a.m. to 2:00

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**Custodian's Work Schedule**  
**Full-time Position**

**Schedule 2**

Monday	OFF		
Tuesday a.m.	3:00 p.m. to 7:00 p.m.	-	8:00 p.m. to 12:00
Wednesday a.m.	3:00 p.m. to 7:00 p.m.	-	8:00 p.m. to 12:00
Thursday a.m.	3:00 p.m. to 7:00 p.m.	-	8:00 p.m. to 12:00
Friday	OFF		
Saturday p.m.	11:00 a.m. to 3:00 p.m.	-	4:00 p.m. to 8:00
Sunday p.m.	11:00 a.m. to 3:00 p.m.	-	4:00 p.m. to 8:00

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## Part-time Custodian Schedule

### 15 hour schedule

Monday thru Friday 5:00 a.m. to 8:00 a.m.

### 17 hour schedule

Monday 3:00 p.m. to 7:00 p.m. - 8:00 p.m. to 12:00 a.m.

Friday 5:00 p.m. to 8:00 p.m.

Saturday 7:30 a.m. to 10:30 a.m. - 5:00 p.m. to 8:00 p.m.

### 18 hour schedule

Monday 9:00 a.m. to 12:00 p.m.

Tuesday 9:00 a.m. to 12:00 p.m.

Wednesday 9:00 a.m. to 12:00 p.m.

Thursday 9:00 a.m. to 12:00 p.m.

Friday 5:00 a.m. to 8:00 a.m.

Sunday 5:00 a.m. to 8:00 a.m.



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## Part-time Custodian Schedule

### 30 hour schedule

Monday	4:00 p.m. to 10:00 p.m. = 6 hours
Tuesday	11:30 a.m. to 5:30 p.m. = 6 hours
Wednesday	11:30 a.m. to 5:30 p.m. = 6 hours
Thursday	11:30 a.m. to 5:30 p.m. = 6 hours
Friday	11:30 a.m. to 5:30 p.m. = 6 hours

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I, \_\_\_\_\_ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date