

# Cleaning Personnel

## Job Description

Job Title: Cleaning Personnel

General Description:

Clean the library before or after regular hours to maintain a clean and safe environment. Communicates with Library Director any maintenance needs or concerns.

Reporting Relationship(s):

Reports to: Library Director

Supervises: None

Characteristic Duties:

Daily:

- Clean bathrooms (be sure paper towel, toilet paper, and soap dispensers are full; mop floors, especially men's bathroom around the urinal, and wipe down toilets with disinfectant).
- Clean fingerprints from front door panels.
- Wipe down heavily used surfaces such as door handles, light switches, bathroom stalls, and toilet paper dispensers.

Each Week:

- Vacuum all carpeting and mats.
- General dusting of tables, catalogs, chairs, etc.
- Dust all window sills and ledges.
- Dust air vents.
- Dust all bookshelves, cabinets, partitions, blinds, etc.
- Wipe down the checkout counter.
- Clean kitchen counter and floor.

Every Two Weeks:

- Check inside and outside lights, replace when necessary.
- Clean the outside book drop by dusting, washing (if possible) and cleaning debris around structure.

Once a Month:

- Clean windows on ground floor inside, if needed (fingerprints, smudges).

Twice a Year:

- All windows, on lower level, should be cleaned inside and out.
- Thoroughly clean all blinds.
- Change HVAC filters.

Plus other duties as assigned.

Note: All cleaning equipment is to be kept in the furnace room off the Meeting Room. When cleaning supplies are getting low, please either pick up the items or let the Library Director know.

Minimum Qualifications:

- Must be able to read, write, and follow instructions.

Physical and Environmental Characteristics:

- Position requires walking and moving for the entire work period and must be able to twist, bend, squat, use and climb a ladder, and perform job functions that require repetitive motion on a daily basis.
- Regular lifting and carrying of objects weighing up to 50 lbs.
- Pushing and/or pulling up to 100 lbs.

Disclaimer:

The intent of this job description is to provide a representative summary of the major duties and responsibilities of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in this description. This job description does not constitute a contract of employment.

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