

Janitorial Maintenance

Redford Township District Library – Redford, MI

Starting at \$12.00 / hour

Part-Time 20 hours per week:

Summer Schedule:

Monday - Thursday 7:00 am -11:00 am

Saturday 6:00 am -10:00 am

Starting in the Fall:

Monday - Wednesday 7:00 am -11:00 am

Saturday 6:00 am -10:00 am

Sunday 8:00 am - noon

The Role

Under the supervision of the Business and Facilities Manager, this position performs custodial and light maintenance services, including sweeping, vacuuming, mopping and other cleaning duties in and around the building facilities.

Duties and Responsibilities

- Establishes and maintains a schedule of routine janitorial and cleaning work required to keep up appearance and safety of the library facilities and grounds and performance of these custodial routines on a regular basis.
- Performs custodial work, including but not limited to, sweeping, mopping, vacuuming carpets, dusting and cleaning furniture and shelves and equipment, washing windows, cleaning and supplying restrooms, removing trash and other duties as needed.
- Responsible for tracking of inventories of custodial supplies, works with supervisor to record needed supplies.
- Provides preventative maintenance and cleaning of custodial equipment on a regular basis.
- Returns supplies, equipment, and tools to their designated places after each use.
- Maintains order and cleanliness of storage areas.
- Set-up and clean-up of library programs and meetings as necessary.
- Notes repairs, damages or cleaning needs and reports to supervisor.
- Other duties as assigned

Required Skills and Experience

- High School diploma or equivalent
- Previous experience as a building custodian desired
- Strong attention to detail and self-motivated with knowledge of standard cleaning procedures
- Ability to operate equipment related to cleaning and maintenance of building
- Ability to maintain effective working relationships with other staff, supervisors and the public
- Good oral communication skills
- Ability to lift 25 pounds
- Ability to stand and walk for up to four hours at a time
- Ability to reach, bend, grasp, push and pull
- Ability to move throughout the library
- Good vision and hearing

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the job.