**Hanson Library/ Senior Center Custodian**

16 hours Wage and Personnel Position

**Definition:** Responsible for janitorial work in connection with the care and maintenance of the Town of Hanson Library / Senior Center building and grounds.

**Distinguishing Characteristics:**

Works under general direction, although most work is done on a relatively independent basis. Day to day supervision and final checks will be accomplished by the Director of Elder Affairs and the Library Director.

Performs routine and repetitive manual labor that may include a wide variety of minor maintenance or repair tasks with immediate responsibility for the care of a public building.

Frequent physical effort demanded in performing duties requiring lifting, continuous standing

and walking under conditions at times subject to dirt, rain, snow or other disagreeable factors.

Some effort required to correct errors that may involve damage to property.

**Hours: 16**

Hours are determined by the operation schedule of the library/senior center and subject to change on an annual basis. Evenings and Saturdays are part of the 16 hour work week.

Flexibility of scheduling is required .

**Desirable qualifications:**

* High School Graduate
* Considerable knowledge of cleaning materials and methods
* Ability to perform moderately heavy manual labor
* One or more years of varied experience in janitorial, custodial or maintenance work.
* Experience in operation and maintenance of disposal facility equipment
* Experience in operation and maintenance of buildings and grounds equipment, such as

snow blower, lawn mower, tiller, etc.

* Ability to meet and deal with the public effectively and able to direct others appropriately.

**Salary :** 18.00 per hour

 **Responsibilities:**

**Daily**

**Restrooms: Public and Staff**

* Clean and sanitize all public and staff toilets and sinks
* Empty waste containers
* Spot clean walls and doors
* Clean mirrors
* Wet mop restroom floors (using floor cleaner)
* Refill towel, toilet and soap dispensers
* Dust services

**Senior Center Custodial Duties**

* Sweep, wash, and thoroughly clean floors of dining room, living room, kitchen, side entry and front lobby
* Clean all dining room tables
* Cleaning of offices, vacuuming rugs, dusting of all fixtures, emptying all waste receptacles.
* Empty receptacles in kitchen area. Place all trash in dumpster.

**Foyer/ Entry Way and Community Room**

* Dust all shelving and surfaces, including window sills, ledges, molding and door frames
* Wet mop all floors ( using floor cleaners)
* Clean all windows and doors inside and out, including glass doors of display case in foyer.
* Clean book drop
* Clean all table tops and chairs
* Empty wastebaskets
* Spot clean walls and doors.

**Library custodial duties**

 **Section 1**

**Historical Room and adult non-fiction, fiction and mystery stack areas**

* Dust all shelving and surfaces, including window sills, ledges, window blinds, molding and door frames.
* Vacuum all carpeted areas, moving furniture and objects
* Wash interior windows and doors, including doors on media cases
* Clean glass doors of Historical Room
* Clean all table tops and chairs
* Empty wastebaskets
* Spot clean walls and doors

**Section 2**

**Reference area, new book shelving, Computer Rooms & Homework Center**

* Dusting all shelving and surfaces, including window sills, ledges, window blinds, molding

and door frames.

* Vacuum all carpeted areas, moving furniture and objects
* Vacuum furniture upholstery
* Wash interior window and doors, including glass doors of Homework Center and computer room.
* Clean all table tops and chairs
* Empty wastebaskets
* Spot clean walls and doors

**Section 3**

**Youth Area, Circ Desk area and Children’s Room**

* Dust all shelving and surfaces, including window sills, ledges, window blinds, molding and door frames.
* Vacuum all carpeted areas, moving furniture and objects
* Wash interior windows and doors
* Clean and sanitize telephones
* Wash counter and table and chairs in Children’s room.
* Empty waste baskets
* Spot clean walls and floors

**Section 4**

**Office areas including Technical Services, Director’s office and kitchen**

* Dust all shelving and surfaces including window sills, ledges, window blinds, molding and door frames.
* Vacuum all carpeted areas, moving furniture and objects
* Wash interior windows and doors.
* Wash kitchenette counter, cabinet surfaces, microwaves and refrigerator
* Clean all table tops
* Empty wastebaskets
* Clean and sanitize telephones
* Spot clean walls and doors.

**Duties performed on an “as needed basis” and or scheduled by agency directors.**

* Clean gutters
* Prepare supply order
* Wash windows inside and out
* Wash painted walls
* Paint facility
* Perform repairs
* Change light bulbs and tubes
* Set up and break down Community Room for functions, meetings, and storyhours.
* Assemble or disassemble shelving, displays and furnishings
* Landscaping
* Sweep exterior walkways.
* Strip all waxed surfaces, seal and wax re-polish.
* Raise and lowering of outdoor flag