

Schaumburg Township District Library

Job Description

Job Title: Library Cleaner
Department: Maintenance/Facilities
Reports to: Facilities Coordinator
FLSA Status: Non-Exempt
Classification: Maintenance 1

SUMMARY

The Library Cleaner is responsible for performing routine cleaning of public areas, work rooms and offices in the central Library location. The Library Cleaner is also responsible for basic maintenance of tile, carpeted floors, wall paper or paneling, etc. in the buildings.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Cleans, sweeps, dust mops, wet mops floors, stairways, corridors to ensure cleanliness of approximately 166,500 square feet.
Determines type of chemicals and equipment necessary for specific cleaning tasks.
Performs routine maintenance of housekeeping equipment.
Washes windows, inside and out.
Remove snow and other debris for safety from entrances and exits to buildings.
Follows fire safety procedures and regulations.
Operates heavy cleaning equipment such as scrubbing machines, high speed buffers, carpet shampooer or wet and dry vacuum.
Identifies cleaning problems and determines appropriate remedies.

SUPERVISORY RESPONSIBILITIES

This job does not have supervisory responsibility.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Knowledge of cleaning methods and procedures; knowledge of the materials, supplies and equipment utilized in cleaning activities.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the Library.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret miscellaneous drawings and schematics.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

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CERTIFICATES, LICENSES, REGISTRATIONS

No certificates, licenses, or registrations are required for this job.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate.