

Clark County Public Library Employment Opportunity



Job Title: *Library Custodian* | Grade 13 | Part-time 25-30 hrs.* | FLSA - Non-Exempt

Location: Main Library – Facilities Dept., 201 S. Fountain Ave., Springfield, Ohio

Under supervision of the *Building Maintenance Supervisor*, the *Library Custodian* performs a variety of tasks related to the maintenance and upkeep of Clark County Public Library system.

* Hours weekly are 25 or 30, offered as an option for the chosen applicant

To Apply: Please submit the following:

1. Completed [CCPL Employment Application](#) – Available at library locations or two (2) formats available online at: [CCPL Employment Application](#).
2. [Cover Letter](#)
3. [Résumé](#)
4. [Three \(3\) professional references](#)

Submit: [All items required. Incomplete/illegible Applicant Packets may be disqualified] Mail or submit in sealed envelope to any CCPL location to: [Matthew Naylor – Interim Director’s Office, Clark County Public Library, PO Box 1080, Springfield OH, 45501-1080](#)

OPEN UNTIL FILLED – Review of complete, accurate submissions begins immediately upon receipt

MINIMUM EDUCATION & EXPERIENCE REQUIRED:

- Minimum requirement of a high school diploma
- Education, training and/or experience which indicates the skills, knowledge and abilities to perform daily custodial job function
- Acceptable results on a criminal background check

MINIMUM QUALIFICATIONS/REQUIREMENTS: (View the [Position Description](#) for additional details)

- Knowledge of cleaning methods and materials, etc. & operate related machinery to accomplish assigned duties
- Travel is required to make deliveries
- Possession of valid Ohio Driver’s license and insurable driving status
- Basic computer usage, building/facility systems, cell phone usage
- Ability to work independently with minimal supervision
- Effective written and verbal communication skills; able to understand and follow written and verbal direction
- Able to work flexible schedule; may include weekend on-call duty or work on short notice for library emergencies
- Maintains work schedule and adheres to CCPL attendance policies. Overtime required occasionally

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES:

- Performs routine cleaning of Library offices, public areas, rest rooms and staff lounge, dusting, polishing, emptying wastebaskets, sorting recyclables and removing trash and recyclables. Spot clean furniture
- Maintains floors, including stairs and halls, by vacuuming, sweeping, waxing, buffing and mopping
- Replaces soap, towels and tissue in the restrooms and staff lounges
- Restocks library cleaning supplies at all locations and notifies supervisor of needed supplies
- Assists Facilities Department as needed; may include moving equipment and furniture
- Occasionally work in adverse weather conditions
- May assist with interior/exterior painting of buildings/other surfaces, assists with groundskeeping/snow removal as assigned
- Keeps current with safety regulations and safety practices, cleaning methods, precautions for harmful materials
- Represents the library in a positive manner and adheres to library’s customer service procedures and policies
- Maintains appropriate confidentiality of restricted Library or employee information

PHYSICAL DEMANDS:

- Good physical and mental health. Be able to work from a stepladder or platform when necessary. This job also requires employee to crouch, stoop, bend, stand, and lift up to 75 pounds. Willingness to serve the public and to cooperate with the staff and the public
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions and/or for the interview process

SALARY AND BENEFITS: **\$18.38** per hour. Ohio Public Employees Retirement System membership; two (2) wks. vacation, holidays, and sick leave according to CCPL guidelines and voluntary life insurance offerings. Ohio Deferred Compensation (457) Plan membership available. Direct Deposit required. At 30 hours: CCPL-provided group-term life insurance, comprehensive, affordable medical, dental, and vision plans.