

Lititz Public Library
Part-time Cleaner – Job Description

Hours: Regular schedule Monday through Thursday 7:00am-9:00am.

Wage: \$10.00 per hour (paid monthly)

Applicant works as part of a maintenance team. Primary duties are part of this position's daily and weekly routine. Non-routine duties will be assigned as needed.

Primary duties:

- Gather and empty trash bins throughout the building (except rest rooms)
- Vacuum carpet and sweep linoleum floor in community meeting room
- Set up and take down chairs and folding tables in community meeting room as per staff instructions
- Sanitize community meeting room sink, appliances and counters, replace soap and paper towels as needed
- Clean and vacuum walk-off mats in the community meeting room
- Clean glass doors in the community meeting room.

- Wipe interior doors, handles and frames throughout the building
- Dust windowsills and replace candle lights throughout the building
- Clean and polish countertops, fixtures, tables, chairs and desktops throughout the building
- Dust book shelves and tops of shelves (climbing a ladder may be required)
- Dust ledges, corners, baseboards, vents, equipment and high-low dusting in all areas
- Spot steam-clean or shampoo carpets as needed.

- Handle emergency cleaning and upkeep requests
- Notify managers concerning the need for major or minor repairs
- Requisition supplies and equipment needed for cleaning and maintenance duties
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications
- Follow procedures for the use of chemical cleaners and power equipment in order to prevent damage to floors and fixtures
- Monitor building security and safety by performing such tasks as locking doors to rooms not in use and checking window locks

Non-routine duties:

- Clean restrooms and kitchenettes
- Vacuum carpets
- Clean windows, glass entrance doors and mirrors
- Transport trash to the library's outside dumpster using a cart
- Take carts of donated books to storage room and empty cart
- Other duties as assigned

Requirements:

- Previous experience or knowledge of custodial duties is desirable.
- High school diploma/GED
- Ability to work well under minimal supervision
- Capacity to take direction Strong attention to detail
- Physically capable of lifting or moving an object weighing 35 pounds, as necessary, and more than 35 pounds with assistance
- Ability to bend, kneel, reach, stand, twist and stoop
- Ability to work with tools