



Revised 7/2022

JOB TITLE		DEPARTMENT	JOB LEVEL
Custodian Assistant		Building & Grounds	VI
CLASSIFICATION	REPORTS TO	SUPERVISES	
Non-Exempt	Head of Building and Grounds	n/a	

JOB PURPOSE: To assist the Building and Grounds Department with the general maintenance of building & grounds and perform other tasks as needed.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Building and Grounds Manager. Will take instructions by the Building Custodians in absence of the Building & Grounds Manager.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Performs regular cleaning and maintenance of the building and grounds in accordance with established schedules and as needed.
- Keeps outside entrances and walkways clean and safe throughout the year. Performs minor repairs.
- Arrange meeting room set ups and takedowns as assigned.
- May be required to work outdoor during the winter season for snow removal and other maintenance projects.
- Performs other duties as necessary to maintain the cleanliness, appearance, and smooth operation of the physical facilities. Helps to maintain an atmosphere conducive to study in the library.
- Must be able to open and close the facility responsibly.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES: General knowledge of cleaning materials and tools. Must be able to handle dangerous chemicals safely.

QUALIFICATIONS: High school diploma. Technical or trade school courses are desirable.

Some janitorial knowledge. Commitment to work evenings and weekends regularly and to adjust schedule as needed.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS:

- Ability to operate technology, including computers; ability to read, write and communicate effectively.
- Must be able to speak, hear, comprehend, and respond to staff, customers, and the public in person, in writing, and in telephone conversations.
- Must be able to maneuver/walk throughout library, climb ladders, bend, reach, lift and carry up to 75 pounds.
- May be required, on occasion, to work outside in extreme weather conditions or in areas of high noise.

The Elmhurst Public Library is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Library will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENT

I have read and understand the essential duties, responsibilities and essential functions of this position. I understand that this does not limit the assignment of additional duties for this position, and that the job duties and responsibilities may change as necessitated by the Library's operational demands.

Employee's Signature

Date