

JOB DESCRIPTION

TOWNSHIP OF: Horsham

POSITION TITLE: Janitor
(part-time, 17.5 hr/wk)

Department: Library

CLASSIFICATION: Non-exempt

GENERAL DEFINITION:

Responsible for:

- daily cleaning to ensure the library is neat and sanitary,
- collecting and disposing of trash and recyclables in separate dumpsters,
- light maintenance such as replacing light bulbs and tightening loose screws and bolts,
- restocking paper supplies in restroom and lounge areas
- lifting and stacking boxes, including boxes of book donations

SUPERVISION EXERCISED:

None

SUPERVISION RECEIVED:

Supervised by Library Director and
Circulation Supervisor

TYPICAL EXAMPLE OF WORK:

Vacuuming carpets throughout the library on a regular schedule, sweeping floors, wet mopping floors in restrooms, Library Café, and staff lounge.

Cleaning & disinfecting sinks, surfaces, urinals and toilets in restrooms. Checking and refilling paper supplies, soap dispensers, hand sanitizer dispensers.

Collecting trash and recyclable paper and disposing of trash and recyclable material in separate dumpsters.

Dusting surfaces, including bookshelves, on a regular rotating schedule.

Wiping interior windows in high traffic areas frequently; wiping exterior and interior windows at the library entrance daily; wiping interior windows in other areas on a regular schedule.

Changing light bulbs in fluorescent and accent light fixtures as needed (some located in high ceilings requiring use of a ladder).

(Any one position may not include all of the duties listed nor do the listed examples include all of the tasks which may be required of this position.)

NECESSARY OCCUPATIONAL TRAITS:

Knowledge:

General knowledge of building mechanical systems.

Understanding of how to use cleaning materials, ability to read and follow directions on labels.

Abilities:

Stand, reach overhead, bend to floor level, handle tools and cleaning materials, and perform fine manipulation frequently.

Stand, walk, climb and balance on a 14-inch stool, climb and balance on 6 to 12 foot stepladder, and reach at all levels.

Possess good visual acuity (near and mid-vision continuously).

ESSENTIAL JOB FUNCTIONS: (Functions essential to attaining the job objective)

Must be able to push and pull to operate equipment such as vacuum cleaners, brooms, and mops.

Must be able to climb stools and ladder and reach to remove and replace light bulbs, dust walls & ceilings, & wipe high surfaces.

Must be able to bend and reach to floor levels to clean floors, dust low surfaces, and pick up litter.

Must be able to lift 5-10 pounds easily in order to collect and dispose of trash. Must be able to occasionally lift up to 20 pounds in order to receive, store, and retrieve cartons of custodial supplies.

JOB LOCATION: (Place (s) where work is performed)

Horsham Township Library Building.

MINIMUM EDUCATION, QUALIFICATIONS AND EXPERIENCE REQUIRED:

High school diploma or equivalency preferred.

Must get PA Child Abuse History Clearance certificate. Must pass Federal Fingerprint-based Criminal History Background Check.

WAGES AND HOURS:

Part-time, 17½ hours a week, including alternate weekends. Hours may include early mornings or early evenings. Wages: \$9.50 per hour.

Prepared By: Laurie Tynan

Last Revised: 12/14/2010