

JOB SPECIFICS

Title: Full Time Custodian/Driver

Department: Reading Public Library

Reports To: Assistant Director

Revision Date: November 2023

Schedule: 36-40 hours per week / 6 days a week

Salary: \$18/hour plus benefits

POSITION BACKGROUND

The Custodian/Driver is responsible for cleaning, maintenance, general repairs at the Main Library and Foundation Building, and for delivering items between the Reading Public Library branches. They also carry out some maintenance of library vehicles. The candidate for this position must be able to work independently in an office/library setting. The candidate must be able to lift a minimum of 50 pounds and handle the physical demands of the job. Management has the right to adjust the schedule as needed.

Responsibilities will include general janitorial, custodial, light maintenance, and delivery work. Ideal schedule would be : Mon-Fri 6:30am – 2:00pm and Sat 6:30am – 11:30am or similar.

JOB SUMMARY

- Janitorial duties at the Main Library and the Foundation Building
- Dusting, vacuuming carpets, sweeping and mopping of floors
- Office trash collection
- Thorough cleaning of all bathrooms and staff room
- Managing supply inventory
- Vehicle maintenance
- Picking up and delivery to branches and other locations as needed
- Keeping the exterior of the building clean, including shoveling/snow removal, leaf clean up, etc.
- Emptying book drops at the libraries on holidays or as needed
- Participation in various events held for the library as driver or to provide assistance with event set up, take down, and maintenance
- Other duties as assigned

MINIMUM QUALIFICATIONS

Educational Requirements

- A High school diploma or GED equivalent preferred.

Experience

- Previous custodial or janitorial experience is required.
- Valid PA Driver's License required.

Clearances

- PA Child Abuse Clearance
- Mandated Reporting Training for Child Abuse
- PA Criminal Record Check
- FBI Criminal Background Check

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of modern building cleaning methods, and materials
- Ability to perform manual labor, operate cleaning equipment, move heavy loads, and climb ladders
- Mechanical aptitude

- Possession of valid Pennsylvania driver's license
- Strong driving record
- Ability to prioritize and manage multiple tasks at one time
- Ability to communicate clearly and concisely verbally, digitally, and in writing

WORKING CONDITIONS

Scheduling flexibility required as work schedule may vary based on the needs of the library. Evening and weekend hours required. Must have own transportation.

Frequent standing, sitting, bending, talking, hearing, speaking and mental concentration necessary; use of hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; specific vision requirements include close vision, color vision and the ability to adjust focus. Must be able to communicate and to be understood clearly. Must be able to lift a minimum of 50 pounds and handle the physical demands of the job. This is a physically active position. *(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

Disclaimer

Management reserves the right to add, modify, change or rescind work assignments as needed. The essential functions or duties listed above are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.