

POSITION DESCRIPTION

Position Title:

Maintenance and Custodial Assistant

Reports To:

Director of Operations

Supervisory Responsibilities:

No supervisory responsibilities.

Location of Work:

Reports to an assigned branch or office of the Lafourche Parish Public Library. May travel to library branches throughout the parish as needed or assigned.

Hours of Work:

Full time (36-40 hours per week) or part time (up to 29 hours per week). Position is non-exempt, thus incumbent is subject to overtime/comp time provisions. Work schedule may include evening and weekend assignments.

Position Purpose:

Performs a variety of maintenance/custodial/janitorial duties.

Essential Functions:

1. Dusts furniture, shelves, and equipment. Vacuums, sweeps, mops, waxes, polishes floors. Washes walls, woodwork, blinds, shades, etc.
2. Cleans and mops restrooms and ensures adequate supplies.
3. Cleans up and maintains exterior of buildings. Picks up litter and sweeps walks around library entrances.
4. Changes light bulbs, replaces or cleans air conditioner filters, and reports need for building repair immediately.
5. Empties trash cans and wastebaskets and replaces trash bags.
6. Cleans showcases and windows.
7. Cuts grass throughout the parish as needed.
8. Sprays for insects.
9. Cleans library vehicles and performs minor maintenance on them.

10. Performs delivery service throughout the library system as required. This includes the regular operation of the courier route.
11. Move furniture and equipment.

Secondary Duties:

1. May assist with setting up displays or refreshments for library programs or meetings.
2. May occasionally run library errands as requested or assigned.
3. Performs minor carpentry, plumbing, electrical, and other maintenance or construction tasks.
4. May occasionally paint interiors and exteriors of buildings.
5. Keeps track of supplies available and needed. Performs some sort of inventory process. Make requests for needed supplies as needed.
6. Performs other duties as requested or assigned.

Physical Requirements:

Physical agility to stand, bend, stoop, climb, reach and lift objects weighing up to 50 pounds. Visual acuity to see and read instructions and directions.

Minimum Requirements:

Knowledge of and experience with cleaning materials, equipment, methods, and procedures. Ability to understand and follow simple oral and/or written instructions. Knowledge of the use and care of cleaning equipment. Ability to perform minor carpentry, plumbing, electrical, and other maintenance or construction tasks with little supervision and demonstration.