

Webster Parish Libraries

521 East & West Street

Minden, LA 71055



Job Description Form

EMPLOYMENT INFORMATION

Branch:	Minden	Status:	Full-Time
Position:	Custodian	Hours:	M-Th 4PM – 8PM
Supervisor:	Director		Saturday 8AM – 5PM

OVERALL OBJECTIVE

Maintains library facilities, primarily the Stewart Center, through routine daily, weekly, and monthly cleaning schedules, ensuring restrooms, entrances, meeting rooms, offices, public spaces, grounds, and other assigned areas remain clean, sanitary, safe, and welcoming for patrons and staff. Assisting with Minden Library upkeep may be necessary at times.

DAILY ESSENTIAL DUTIES

- Performs closing-shift custodial tasks to ensure the library is clean, orderly, stocked, and ready for patrons and staff each day.
- Maintain all public, staff, and service areas of the library in a clean, sanitary, and orderly condition through routine daily, weekly, and monthly cleaning activities.
- Clean and disinfect restrooms; replenish supplies; and monitor restroom conditions throughout the day to ensure cleanliness and patron safety.
- Clean and maintain entrances, windows, glass doors, stairways, handrails, meeting rooms, kitchenettes, staff offices, and other interior spaces according to established cleaning schedules and standards.
- Sweep, vacuum, mop, buff, dust, and perform other floor and surface maintenance activities as required to maintain the appearance and safety of library facilities. This should be conducted during facility closure to the public.
- Prepare, clean, and restore meeting rooms and public spaces before and after library programs, events, and rentals.
- Maintain staff work areas, break rooms, and storage spaces, including trash removal, surface cleaning, and general housekeeping.
- Perform periodic deep-cleaning tasks, including dusting baseboards, ledges, fixtures, and other areas not addressed through routine daily cleaning.
- Complete custodial inspection logs, cleaning schedules, and related documentation as assigned.
- Maintain library grounds, sidewalks, entrances, and parking areas by removing litter, debris, gum, cigarette butts, and other hazards.
- Monitor custodial supply inventories and notify the Administrative Assistant of supply needs or facility maintenance concerns.

- Operate, clean, and perform basic preventative maintenance on custodial equipment and tools.
- Assists with preparation and setup for major system-wide programs and events, including but not limited to Trunk or Treat, Discovery Camp, grand openings, outreach events, and other special library initiatives.
- Assists with the installation, removal, and storage of seasonal decorations, displays, signage, and promotional materials as assigned.
- Serves as backup support for the Maintenance Assistant during absences or periods of increased workload, performing assigned maintenance-related tasks within the scope of training and ability.
- Assists with inter-branch deliveries, transportation of materials, supplies, equipment, and other library property during staff absences or as operational needs require.
- Empties and processes exterior and interior book drops daily and assists with the movement of returned materials as needed.
- Assists with furniture moves, room reconfigurations, and facility preparations for meetings, programs, and special events.
- Provides operational support to library staff as needed to ensure efficient system-wide services and facilities operations.
- Performs other duties as assigned.

ADDITIONAL DUTIES

- Follows and/or enforces Library Policy.
- Maintains patron confidentiality.
- Participates in library activities outside of normal working hours as requested.
- Completes tasks and reports in a timely manner.
- Attends meetings, training seminars as required.
- Performs other job-related duties as needed.

NECESSARY QUALIFICATIONS REQUIREMENTS (KNOWLEDGE, SKILLS, & ABILITIES)

- ✓ Ability to prioritize work.
- ✓ Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of the job.
- ✓ Willingness to further credentials by additional education and workshops.
- ✓ Must have the ability to function independently and the ability to work effectively with library patrons, co-workers, and others.
- ✓ Must be able to listen.
- ✓ Must have the ability to communicate effectively both orally and in writing.
- ✓ Ability to follow multi-step written and/or verbal instructions and to perform routine procedures involving several steps.
- ✓ Ability to work with limited direct supervision.
- ✓ Capacity to lift and/or carry objects weighing 5 to 20 pounds. Capacity to push or pull return bins loaded with materials weighing more than 150 pounds
- ✓ Ability to develop work-related goals and objectives.

- ✓ Willingness to develop job-related abilities, skills and knowledge.
- ✓ Willingness and ability to keep abreast of changing technologies and procedures and to assume responsibilities required by introduction of different services and equipment.
- ✓ Must not be overly sensitive to smells.

NECESSARY QUALIFICATIONS REQUIREMENTS (KNOWLEDGE, SKILLS, & ABILITIES)

- ✓ Ability to prioritize work
- ✓ Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of the job
- ✓ Must have the ability to function independently and the ability to work effectively with library patrons, co-workers, and others
- ✓ Must be able to listen
- ✓ Must have the ability to communicate effectively both orally and in writing
- ✓ Ability to learn and use the library's custodial equipment, materials, and repair tools
- ✓ Ability to work under minimal supervision
- ✓ Ability to follow emergency procedures to provide security for the library, patrons, and staff
- ✓ Ability to establish and maintain effective working relationships with fellow staff members, vendors, and other service providers
- ✓ Ability to maintain good work habits
- ✓ Ability and willingness to understand and efficiently carry out oral and written instructions, and to follow through on numerous details in an orderly, systematic function

ADDITIONAL BASIC REQUIREMENTS

- ✓ Must be able to successfully pass a standard drug test
- ✓ Must pass a Louisiana State Police fingerprint background check
- ✓ Requires the compliance of the Library's Drug-Free Workplace policy
- ✓ Requires commitment to the standards and objectives of the Library

PHYSICAL AND MENTAL REQUIREMENTS

- Must possess the ability to stand for long periods throughout the workday, with periods of walking, bending, squatting, twisting, pushing, carrying, and overhead reaching to carry out essential duties of the job. On occasion, stooping, kneeling, crouching, crawling, twisting, bending, squatting, climbing stairs or stepladders may be required.
- Requires the ability to pay close attention to details and concentrate on work.
- Must use hands to finger, handle, feel, or operate objects, tools, or controls, and to have coordinated movements of finger/hand and simple movements of feet/legs and torso. Occasionally required to use repetitive movements of the hands.
- Requires sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, usually talking and hearing ordinary conversations in a quiet environment and on occasion in a noisy environment.

- Requires sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to operate computers and other equipment, Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to both print and electronic text.
- Occasionally requires lifting items weighing up to 100 pounds and other strenuous physical activities, and frequent sustained operation of building and custodial equipment required
- Requires the physical ability to push a loaded book cart weighing approximately 300 pounds on level floor and up ramp, and to lift or maneuver onto cart loads up to 50 pounds.

WORK ENVIRONMENT

This job has primary location, but at times traveling to the other branches within the parish or to other sites is required.

Work indoors in adequate work space, with adequate temperatures, ventilation, and lighting. At times dusty work conditions with potential exposure to airborne pathogens, glare/improper illumination.

Work includes exposure to chemicals and vapors, debris and dust, and other uncomfortable conditions.

EDUCATION, EXPERIENCE, TRAINING

DESIRED:

- Experience in custodial services.

DISCLAIMER

This document describes the position currently available. It is not an employment contract. Our library reserves the right to modify job duties or job descriptions at any time. The statements contained in this job description reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise balance the work load.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or non-job related disability. Our facilities are non-smoking.