

Assistant I – Janitor at Main Branch

ANSWERS TO: Branch Manager

General – There are several departments located in the Headquarters Library Building.

Unless otherwise specified, the following list of duties will be done daily in all departments where applicable.

Nature of Work:

Under general supervision, maintain the interior of the building in a clean and sanitary manner.

ESSENTIAL DUTIES:

DAILY

Whole building

Empty all waste baskets, replace liners, dispose of waste in dumpster.

Empty large gray trash cans to dumpster, replace liners.

Public Areas:

- Dust and wet mop public foyers.
- Wet mop and spot clean the public coke room, including the glass.
- Clean and wet mop/vacuum meeting room and board room, including refreshment tables, podium, windows, Window frames, light switches, etc. Spot clean walls.
- Vacuum public areas downstairs: high traffic and children’s area daily, stacks.
- Vacuum public areas upstairs: hallway and stacks.
- Spot clean all public furniture.
- Clean Entrances and Exit glass doors, inside and out.
- Spot clean elevator doors.
- Spot clean stains and spills on carpet.

Restrooms, Staff and Public

- Clean, sanitize and polish all surfaces, fixtures and trim including counters, toilets, urinals and sinks.
- Clean all glass and mirrors.
- Empty all containers and replace liners.
- Empty and sanitize interiors of all sanitary napkin containers.
- Refill all dispensers to normal limits, including soap, paper towels and toilet paper.
- Spot clean walls, doors and partitions including removal of graffiti.
- Sweep, mop and sanitize floors.

Non-Public Areas:

- Sweep Tech Services, Bookmobile, Art, Communications and IT departments.

WEEKLY

Whole building

- Clean all glass windows, doors, etc.
- Clean all window ledges, sills and frames.
- Dust, clean and sanitize all public furniture.
- Wet mop all areas not covered under Daily duties.

Public Areas:

- Dust all areas 36" to 72".
- Clean and Sanitize desktops and phones.
- Clean elevator, including doors, walls, rails and ceiling grate and wet mop. Vacuum the door track.
- Clean and sanitize coke room, including glass, tabletops, chair seats, backs and legs, walls, frames, light switches, etc.

Non-Public Areas:

- Clean and wet mop staff lounge, including glass, tables, chairs, appliances, walls, countertops and cabinets.
- Wet mop Tech Services, Bookmobile, Art, Communications and IT Departments.
- Clean and Sanitize counter, sink and cabinets in Tech Services.
- Clean, sanitize and wet mop program kitchen, including counters, cabinet and appliances.
- Vacuum Business offices, special collections department and genealogy department.

MONTHLY**Whole Building**

- Dust high surface areas and remove cobwebs, 72" and above.
- Dust low surface areas and remove cobwebs, 36" and below, including baseboards.
- Clean air conditioning vents and returns.
- Dust vertical and venetian blinds.
- Vacuum furniture.
- Clean and sanitize doors, door handles, light switches not covered in daily duties.
- Spot clean walls.

Non-public Areas

- Clean program kitchen after staff meeting, including washing coffee urn and any dishes used.

QUARTERLY**Whole building**

- Wash all trash cans.
- Clean and sanitize all folding tables and chairs in meeting room.
- Dust ceiling fan in Tech Services and Lounge.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Must have a good working knowledge of janitorial operations, equipment and supplies used in janitorial maintenance. Must have the ability to understand oral and written instructions. Ability to work with co-workers effectively.

PHYSICAL REQUIREMENTS:

Work is performed inside with occasional outside duties as required to perform janitor duties. Requires standing, walking, climbing, stooping and lifting of items 25 lbs. and occasionally in excess of 25 lbs. Common abilities of mobility and dexterity.

REQUIRED QUALIFICATIONS: High School Diploma or GED

Other duties as required.

The above statements are intended to describe the general nature and level of work for this position and are not presented as an exhaustive list of all job duties of the position.

The Ouachita Parish Public Library is an equal opportunity and an AT-Will employer. A Criminal Background check and a drug screen are part of the pre-hire process

FLSA STATUS: NON-EXEMPT