

CITY OF INDEPENDENCE

Job Description

Position: Library Custodian

Supervises: NA

Department: Library

Employee Status: Part-time Regular

FLSA Status: Non-Exempt

Gives work direction to: NA

Reports to: Library Director

Creation Date: August 2025

POSITION SUMMARY

At will public service position and reports to the Library Director. Responsible for maintaining a clean, welcoming environment for library patrons and staff. Performs tasks such as routine cleaning, mopping, and sanitizing. Cleaning is to be done when the library is closed. The ideal candidate is detail-oriented, reliable, and takes pride in a clean space.

ESSENTIAL JOB DUTIES

- Vacuuming carpets and rugs in all designated areas.
- Sweeping and mopping hard floor surfaces (e.g., tile, vinyl).
- Emptying trash bins and recycling and ensure proper disposal.
- Cleaning and sanitizing restrooms, including toilets, sinks, mirrors, and fixtures.
- Refilling soap dispensers, paper towels, and toilet paper as needed.
- Wiping tables and counters, and spot cleaning doors and windows.
- Sanitization of high-touch areas (e.g., door handles, light switches).
- Ensure compliance with health and safety regulations, including maintaining clean and hazard-free public areas.

MARGINAL JOB DUTIES

- Cleaning spots on carpet.
- Keep storage area neat and orderly.
- Monitor and maintain inventory of cleaning supplies and communicate when restocking is needed.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Ability to follow written and verbal instructions.
- Strong attention to detail and time management skills.
- Ability to work without supervision.
- Physical ability to perform cleaning tasks; ability to bend, stretch, and lift; and standing for extended periods of time.
- Familiarity with safe handling of cleaning chemicals and equipment.

ENTRY REQUIREMENTS

Education/Training: High school diploma or equivalent preferred.

Work Experience: Previous cleaning experience is a plus but not required.

Required licenses, registrations and certifications: None

Required drug testing: As required per the employee handbook

Residency requirement: None

Other testing required: None

WORK ENVIRONMENT

See Essential Functions Job Analysis.

HOURS OF WORK

~~3-4 cleanings per week totaling 9-12 hours per week.~~ **9-12 hours per week with frequency and time ranges established by the director.** Work must be done outside of the library's open hours. There is no guaranteed number of hours each week or month.

1. Job descriptions in no way state or imply the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
2. The Library Director reserves the right to reassign job duties or combine positions at any time.
3. The City of Independence and the Independence Public Library, as a city department, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Date

Library Director's Signature

Date

Mayor

Date