

Janitorial Cleaner

Direct Supervisor: Maintenance Supervisor
Department: Mead Public Library
Version Date: July 12, 2024
Salary Grade: 2 5
FLSA Status: Non-Exempt , Not Represented



Position Summary:

Under general supervision, assists in making the library a welcoming environment for citizens by cleaning, modifying spaces, moving furniture and assisting staff and members of the public as needed.

Essential Responsibilities:

1. Performs duties independently with general supervision.
2. Performs general day to day cleaning duties but are not limited to:
 - a. Wash, dust, vacuum and clean Library facility and furniture
 - b. Clean and disinfects restrooms and maintain supplies
 - c. Dispose of trash and recycle applicable materials
 - d. Scrubs floors, tile and extract the carpet
 - e. Shampoos carpets
 - f. Receive and retrieve Library materials and supplies
3. Provides customer service and assistance in the use of Library services.
4. Provides input to management team in the development of Library policies, plans and goals.
5. Reports Library safety and security matters to management team.
6. Performs other related work as assigned by supervisor.

Education & Experience:

High School diploma or GED

Qualifications & Skills:

1. Must be able to understand and communicate in basic English
2. Must be punctual
3. Must be motivated and hardworking
4. Must be able to follow directions from supervisor and work well as part of a team without drama
5. The ability to communicate effectively ideas and information both in written and oral form.
6. Ability to provide basic addition, subtraction, multiplication, division mathematical functions efficiently.
7. Strong interpersonal, communication and organizational skills and a strong sense of responsibility and initiative.
8. Work closely with the Supervisor and coworkers in performing a variety of tasks.
9. Ability to work independently in a fast-paced environment with frequent interruptions.

Post Job Offer Requirements:

Job offers for this position are contingent on the individual passing a pre-employment drug screen and background check.

Work Environment:

Janitorial Cleaner

The work environment and physical demands characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

1. The employee is regularly required to stand, walk, bend and handle lightweight tools and equipment for sustained periods.
2. This work also requires lifting, standing, walking and reaching for long sustained periods.
3. Also required is the ability to perform task related repetitive motions with the use of the hands, legs and back.
4. Some exposure to definitely disagreeable features using the Personal Protective Equipment (PPE).

Department Summary:

The Mead Public Library provides quality services, resources, and lifelong learning opportunities to meet the needs and interests of our diverse community. The function of the Mead Public Library is to serve our customers in a way that establishes a relationship of mutual gratitude – our gratitude for our customers’ patronage, and our customers’ gratitude for the quality and value they receive.

Acknowledgement:

The job description includes the essential responsibilities of the position and is not to be construed as all-inclusive. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific essential responsibilities does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

My signature below is both an acknowledgement of my understanding of the job description for this position, as well as my commitment to uphold and promote the mission, vision, and core values of the City of Sheboygan, and work to fulfill the six values of the City’s Strategic Plan.

Employee Name:_____ Employee Number:_____

Employee Signature:_____ Date:_____