

POST IN STAFF AND PUBLIC AREA

JACKSON-GEORGE REGIONAL LIBRARY SYSTEM

January 7, 2025 through January 13, 2025

Position: Custodian I (Part-time)
Location: St. Martin Public Library
Available: February 1, 2025
Wage: \$8.50 per hour
Hours: 16-hour work week. The work schedule may include day, Evening, and weekend hours.

Jackson George County Regional Library System is a vibrant hub of knowledge and community engagement, dedicated to providing high-quality library and information services to our citizens. We are committed to enriching the lives of our community through an extensive collection of resources, innovative programming, and a welcoming environment.

We are seeking a dedicated and responsible Custodian to join our team on a part-time basis. As a Custodian at St. Martin Public Library, you will play a crucial role in maintaining a clean and welcoming environment for our patrons. Your responsibilities will include cleaning operations to ensure that our library remains a comfortable and safe space for all.

All candidates for this position must complete the Application for Employment, and will be required to pass a drug test, and background check.

The employee holding this position is subject to an initial six-month probationary period with performance evaluations conducted by the Branch Manager prior to the end of this period. Thereafter, performance evaluations are conducted annually by the Branch Manager and reviewed by the Director.

A. MINIMUM QUALIFICATIONS

1. Knowledge of basic cleaning.
2. Frequent bending, crouching, reaching, standing, pushing, pulling, and walking are required. Ability to perform physical labor and lift 20-50 lbs., team lift over 50 lbs. Ability to lift moderate to heavy furniture and equipment.
3. Keep the library and grounds clean and neat, in a safe manner that meets the library's safety standards. Assists in examining the library for safety hazards. Must follow safety work rules.

B. KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge and skills needed to perform all job-related duties.
2. Ability to maintain the library facility and grounds in a neat, clean, and attractive manner.
3. Ability to push/lift/shove/etc. heavy equipment and furniture.
4. Ability to establish and maintain effective working relationships with library personnel.
5. Effective oral and written communication skills.
6. Ability to maintain a cheerful attitude, smiling face and exuberant disposition when dealing with library personnel.
7. Ability to work independently.

C. DUTIES AND RESPONSIBILITIES

The Custodian is responsible for cleaning the library facility, including front entrance, circulation/readers/stack area, staff lounge, restroom, work room, Manager's office, meeting rooms, storage area, equipment storage, public restrooms, and other areas as necessary. The custodian is responsible for maintaining (sweeping, removal of litter, etc.) grounds adjacent to the building.

The custodian is not responsible for cleaning inside the oven, refrigerator and microwave or for washing dishes/utensils in the staff lounge.

The Custodian must maintain a neat and clean personal appearance and provide courteous, friendly, and energetic service at all times.

1. Daily (or 3-4 Times Per Week)

- a. Check grounds for trash.
- b. Clean public restrooms: clean toilets, wash basins, mirrors, stall partitions, mop floors, clean doors, clean walls as needed; fill tissue, paper towel and soap dispensers; etc.
- c. Clean staff restroom daily.
- d. Clean high-touch surfaces frequently throughout the day.
- e. Clean water fountain.
- f. Empty all trash containers and dispose of properly.
- g. Clean all glass doors, top/front of display cases and outside display windows.
- h. Maintain inventory of supplies/equipment and report needs to Manager.
- i. Report all building, equipment and furniture problems to Library Manager; correct problems, if possible.
- j. Return all janitorial supplies and equipment to the storage area.

2. Weekly (or as often as needed)

- a. Sweep outside entrance areas and sidewalk.
- b. Dust and mop tile floors.
- c. Wet mop tile floors.
- d. Vacuum carpet.
- e. Clean and/or polish tabletops and countertops throughout building.

f. Dust furniture and shelving.

3. Monthly (or as often as needed)

- a. Clean baseboards and windowsills.
- b. Dust blinds as needed.
- c. Clean storage areas as needed.
- d. Wash windows inside and out.

4. Miscellaneous Custodial Duties

- a. Apply wood polish.
- b. Move tables, chairs, equipment, and furniture as directed.
- c. Set up meeting rooms as needed or as possible in schedule.

5. Other Duties

- a. Review and understand all policies, procedures and training manuals developed by the Library System and Branch Manager.
- b. Provide courteous, considerate, friendly and energetic service at all times.

The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related or a logical assignment.

The primary work site for this position is 15004 Lemoyne Blvd, Biloxi, MS 39532.

The Custodian I P/T position is not eligible for Board approved employee benefits. The position of Custodian I P/T Hourly (16 hrs/wk) is classified as “non-exempt” under the provisions of the Fair Labor Standards Act Amendments of 1985.

The employee holding this position must: (1) meet employment eligibility requirements as set forth in the Immigration Reform and Control Act of 1986 and the implementing regulations, (2) read, understand and sign the Library System’s Personnel Policies, (3) read, understand and sign the Library System’s Drug-Free Work-Place Policy and Employee Memorandum and (4) read, understand and sign other Library policy/procedure statements pertinent to this position.

Internal Applicants: Employees meeting minimum qualifications must submit their resume and a formal letter of interest to Angela Stewart, Director via email to Director@jgrls.org. The letter should state why you want the position and your career goals and objectives.

A JGRLS Employee Promotional Evaluation Sheet from your supervisor is required.

Internal Applicant deadline: 4 p.m. January 13, 2025

External Applicants: Applications can be picked up at any Jackson George Regional Library System Branch or downloaded online at <https://jgrls.org/careers/>. Please submit application and resume to any Jackson George Regional Library System branch or email to HR@jgrls.org.

AN EQUAL OPPORTUNITY EMPLOYER