

Barrington Public Library
Personnel Policy-Job Description
Custodian/Handyman

General Job Description and Tasks

Under the supervision of the Director this person will be responsible for day-to-day cleaning of the library. He/she will also act as the Library Handyman in the case of broken lights, locks, and similar small repairs and maintenance. S/he is responsible for creating and submitting purchase lists for the needed materials and supplies to stock and clean the library. All duties must be completed during the library's non-open hours, except in the case of emergency repairs.

Minimum Requirements: Applicant must possess the physical ability to perform the tasks assigned. Previous cleaning and building maintenance experience preferred.

Primary Tasks:

- Maintain a clean facility that is free of hazards to staff and patrons.
- Organize and secure all cleaning supplies.
- Inform the Director of any maintenance issues that need immediate attention.
- Create and submit supply purchase lists in a timely manner to the Director
- Obtain some supplies locally using library accounts at local home stores/hardware stores, or, via Town Hall.
- Keep all receipts from stores that allow direct billing, so these may be given to the Director for payment and addition to the permanent bill file of the library.
- Work in conjunction with the Director if items need to be ordered via catalog or Library Checking.
- Be open to requests for help in building maintenance and provide knowledgeable advice concerning these issues.
- Treat patrons with respect and direct them to qualified library staff should they have questions. All persons encountered while on the job should be treated with respect as the custodian is representing the library.
- Vacuum all areas daily with special attention to high traffic areas in winter months.
- Mop tile floors regularly and help staff move furniture when the company hired to buff them is scheduled.
- Shovel the walkway and put down sand. May be asked to go to the Recycling Center to pick up sand.
- Clean and stock bathrooms daily, including cleaning the sinks, toilets, countertops, floors, walls, and mirrors.
- Clean the kitchenette floors, countertops, cabinet faces, microwave and sink. Dishes are responsibility of the staff.
- Wash down library tables and study carrels daily; including children's room craft tables.
- Dust windowsills, counter areas, and other furnishing/shelving monthly at minimum.
- Re-paints library areas as needed. Touch-ups to corners, etc. from wear by patrons.
- Purchase and Replace all light bulbs that have burnt out.
- Fix any broken window locks, door handles, or other interior items.
- Remove all trash from the library on a daily basis.
- Remove all recycling as needed and take it to the appropriate recycling area in Town.
- Do grounds maintenance as needed and as time allows, such as sweeping parking lot and entry path.
- Assemble furnishing items that come in, or fix older items that need repair.

Working Conditions/Physical Requirements:

- Regularly required to walk, stand, bend, reach, and lift heavy materials.
- Regularly spend periods of time doing repetitive physical tasks such as vacuuming.
- Requires lifting items often in excess of 30-40 pounds.
- Early mornings or late nights required.
- Frequent contact with cleaning fluids and possibly other hazardous materials. Must follow OSHA safety standards concerning these products.
- Must have the ability to work alone with little supervision, and follow written directions left by the Director.
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Personnel Issues:

The Library, by choice, subscribes to the personnel policy of the Town of Barrington, with addenda, (see the staff issues policy for details), except that termination procedures for this position shall follow RSA 202-A:17 regarding library employees. .

Currently 11 hour/week position