



WESTCHESTER PUBLIC LIBRARY

Cleaner Job Description

Under direct supervision of the Maintenance Manager, cleans Library facilities along with (limited) responsibility for Library grounds. The Cleaner reports to the Maintenance Manager and follows Library policies and procedures, and state and federal laws.

Qualifications

- Ability and desire to work as a cooperative member of a team
- Ability and desire to work well with the public
- Prompt, honest, responsible, and dependable
- Experience with and knowledge of cleaning supplies and equipment
- Basic knowledge of landscaping and lawn care
- Initiative and the ability to work without close supervision
- Willingness and ability to work regular early morning hours and share in weekend rotations
- High school diploma or equivalent required
- Reliable transportation and valid Indiana Driver's License in good standing

Responsibilities

Westchester Public Library takes the health and safety of its staff and community very seriously, and consistently implements and upholds best practices in ongoing efforts to reduce the spread of Covid-19 (Coronavirus); the Maintenance Department leads the Library in stringent cleaning standards to reduce risk.

- Emptying wastebaskets
- Vacuuming carpets and shampooing as necessary
- Sweeping, mopping, and refinishing tile floors
- Frequently cleaning and sanitizing high-touch surfaces
- Cleaning and stocking restrooms

- Cleaning kitchen facilities and equipment
- Cleaning walls and glass surfaces
- Dusting and polishing furniture and other wood surfaces
- Dusting all equipment as needed
- Cleaning and polishing drinking fountain and elevator
- Setting up meeting rooms
- Sorting and storing donated materials
- Assisting with snow removal as needed
- As well as completing all other tasks assigned by the Maintenance Manager in accordance with the needs of the Library.