



OTSEGO DISTRICT
PUBLIC LIBRARY

401 Dix Street • Otsego, MI 49078 • P (269)694-9690 • F (269) 694-9129

www.otsego.org

JOB POSTING: LIBRARY JANITOR

Use your cleaning talents to help us maintain our beautiful facility!

Hourly: 3 hrs/wk, \$13/hr

Vacation, Holiday, and Sick Pay as per the Otsego District Library Employee Handbook

POSITION POSTING: October 3-Filled

Position begins ASAP

8-11 AM Saturday Mornings,

Availability to fill in for regular weekly janitor when off (Mon-Fri) preferred.

Please include your availability in your application packet.

This position is supervised by the Otsego District Library Management Team

Job Description found on back of page.

Apply by Emailing Resume, Cover letter, and Application **as a single PDF**

to Andrea Estelle, Library Director at:

aestelle@otsego.org

Employment Application is available on Library Website: www.otsego.org.

Please include your availability in your application packet.

Paper applications will not be accepted.



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JOB DESCRIPTION: LIBRARY JANITOR

Use your cleaning talents to help us maintain our beautiful facility!

3 Hours a Day, Saturday mornings

\$13/hour plus Vacation, Holiday, and Sick Pay as per the Otsego District Library Employee Handbook

Duties and Responsibilities: Daily Cleaning of the Otsego District Library

DAILY TASKS

- Clean bathrooms (3 public and 1 staff) replenish soap/towels/paper
- Clean all work surfaces (circulation desk, tables, computer areas)
- Vacuum entry
- Empty trash and recycling in all offices/throughout library
- Breakdown boxes in maintenance room for recycling
- Communicate with maintenance/management as necessary regarding cleaning
- Other cleaning tasks as assigned.

WEEKLY TASKS (Rotate through these – each one a different day)

- Back work area/staff offices/break room – dust and vacuum, clean window ledges
- Big program room - dust and vacuum, clean window ledges, clean fridge, counter and sink
- Tutor and history rooms - dust and vacuum, clean window ledges
- Kids area and Early Literacy Center - dust and vacuum, clean window ledges
- Main Library - dust and vacuum, clean window ledges
- Sweep exterior entryway, clean glass doors in entryway/exit doors
- Mop entryway and all tile floors
- Dusting tops and bottoms of stacks
- Other cleaning tasks as assigned.

SEASONAL TASKS

- Windows – exterior and interior (Spring and Fall)
- Ceilings and all hanging lights – dusting for cobwebs using extension pole (Winter and Summer)
- Closets/Storage spaces – floors/dusting
- Ordering cleaning supplies as needed.
- Other cleaning tasks as assigned.

Necessary skills and abilities:

- High school diploma required, previous cleaning experience is highly preferred
- This position requires attention to detail and a person motivated to clean well
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to perform repetitive tasks accurately and efficiently
- Ability to use cleaning sanitizing products safely
- Ability to work independently and establish effective priorities
- No supervisory duties. This position reports to the Library's Management Team.