**Job Title:** Custodian  
**Job Classification:** Maintenance  
**Department/Group:** Administration  
**Job #:** 614  
**Location:** Indian Creek Library  
**Position Type:** Hourly  
**Level/Salary Range:** $14.63/hour  
**Schedule:** Sat & Sun 2:00 pm-10:00 pm  
**HR Contact:** Leslie Ellsworth  
**Date posted:** November 7, 2019  
**Benefits:** NA  
**Posting url:** [http://www.olathelibrary.com/employment](http://www.olathelibrary.com/employment)  

**Application Deadline:** Position open until filled.

**FAX OR E-MAIL:**  
(913)-971-6839 or lellsworth@olathelibrary.org  
Subject Line:  
Attention: HR Department, #614 Custodian  

**MAIL:**  
Leslie Ellsworth  
Olathe Public Library  
201 E. Park St.  
Olathe, KS 66061

**Job Description**

**SUMMARY**  
Olathe Public Library seeks a responsible individual to provide skilled custodial services supporting the Indian Creek Library and to accomplish a variety of janitorial and light semi-skilled maintenance tasks.

**ROLE AND RESPONSIBILITIES**

**Essential Duties:**  
- Clean and sanitize assigned building and facilities.  
- Replenish supplies and materials.  
- Collect recyclable materials.  
- Perform security checks of buildings and facilities.  
- Observe and report unauthorized persons in building.  
- Assists in setting up for meetings and special event rentals.  
- Perform duties and responsibilities as required.  
- Ability to inter-relate with others and present a positive interaction with public, peers and administration in all communications.  
- Perform light general maintenance duties as needed.  
- Duties as assigned.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

**Education and Experience:**  
Any combination of experience and education that would likely provide the required knowledge, skills and abilities is acceptable. A typical way to obtain the knowledge, skills and abilities would be:  
- **Experience:** 1-3 years custodian experience  
- **Education:** High School Education or equivalent  
- **Licenses and Certificates:** Valid driver’s license
ESSENTIAL PHYSICAL FUNCTIONS:

Job Requirements: In an average 8-hour day, 5 day work week; ability to:

<table>
<thead>
<tr>
<th></th>
<th># of hours at a time</th>
<th># of hours per day</th>
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<tbody>
<tr>
<td>Sit</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Stand</td>
<td>1</td>
<td>4</td>
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<tr>
<td>Walk</td>
<td>1</td>
<td>2</td>
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<tr>
<td>Drive</td>
<td>1</td>
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</tbody>
</table>

Movements/Lifting:

Occasionally – 1% to 33%  Frequent 34% - 66%  Continuously – 67% - 100%

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<thead>
<tr>
<th></th>
<th>Occasionally</th>
<th>Frequently</th>
<th>Continuously</th>
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<tbody>
<tr>
<td>Bending/Stooping</td>
<td>X</td>
<td></td>
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</tr>
<tr>
<td>Squatting</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Crawling</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Climbing</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Walking on uneven surfaces</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Reaching above shoulder</td>
<td>X</td>
<td></td>
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<tr>
<td>Crouching</td>
<td>X</td>
<td></td>
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<tr>
<td>Kneeling</td>
<td>X</td>
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<tr>
<td>Balancing</td>
<td>X</td>
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<tr>
<td>Pushing/Pulling</td>
<td>X</td>
<td></td>
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<tr>
<td>Twisting</td>
<td>X</td>
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<tr>
<td>Up to 10 pounds</td>
<td>X</td>
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<td>11 to 24 pounds</td>
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<td>25 to 34 pounds</td>
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<tr>
<td>35 to 50 pounds</td>
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<tr>
<td>51 to 74 pounds</td>
<td>X</td>
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<tr>
<td>75 to 100 pounds</td>
<td>X</td>
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</tbody>
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Repetitive Foot Movements Used: (foot controls for machinery or heavy mechanized equipment)

☐ Yes ☒ No
### Hand Used for Repetitive Actions:

- Simple Grasping: [ ] Yes [x] No
- Fine Manipulating: [ ] Yes [x] No
- Firm Grasping: [ ] Yes [x] No
- Key Boarding (less than 3 hours per day): [ ] Yes [x] No
- Key Boarding (more than 3 hours per day): [ ] Yes [x] No

### Job Requires:

- Working on unprotected heights: [ ] Yes [x] No
- Being around moving machinery: [ ] Yes [x] No
- Exposure to changes in temperature/humidity: [ ] Yes [x] No
- Driving motor vehicles: [ ] Yes [x] No
- Operating heavy equipment: [ ] Yes [x] No
- Wearing protective equipment: [ ] Yes [x] No

### Hearing:

- a. Speaking voice at 10 feet: [ ] Yes [x] No
- b. Vehicle back-up alarms @ 15 feet: [ ] Yes [x] No
- c. Using telephones or other voice communications: [ ] Yes [x] No

### POTENTIAL JOB HAZARDS EXPOSURES:

#### Physical (noise, vibrations, heat/cold, weather, radiation, etc.):
Noise, vibration, cold/heat, humidity, foul weather, heavy lifting, repetitive motion.

#### Biological:
Human waste.

#### Chemical:
Solvents, fuel/oils, stains/paints, cleaning chemicals.

### PERSONAL PROTECTIVE EQUIPMENT REQUIRED (long sleeves, gloves, hard hat, respirator, ear plugs, safety glasses, steel toed shoes, etc.):
Gloves, Hard hat, respirator/particle masks, ear protection, safety eyewear/face shield, steel toed boots, snow pack boots, insulated bibs, winter coat, high visibility safety vest.

| Leslie Ellsworth | Date/Time: | 10/8/2019 |