



Madison County Public Libraries

Custodian/Cleaning Person

**Madison County Public Library and Hot Springs Library
Contracted position 17 hours per week at \$9.00 an hour**

Special Requirements: Applicant must be willing to submit and pass a pre-employment drug/alcohol test, as well as a criminal background check.

Application Deadline: March 23, 2018 by 5:00 pm

If you are interested in this position and meet the qualifications, submit a NC State Application (PD 107) to Brooke Smith, Director of Human Resources. Full job description and application are available at <http://www.madisoncountync.org/-egov.html>. EOE

Daily:

- Sweep/vacuum carpet and all floors in the library including Meeting Room, entrance, work room and offices.
- Clean glass doors of fingerprints, rest room doors, and polish knobs.
- Clean rest rooms: mop floors, panels, clean and sanitize water closets, urinals, sinks, and mirrors.
- Replace soap, towels and tissue in the rest rooms.
- Empty all wastebaskets placing trash in outside bins. Place recyclables in outside bins. Empty outdoor garbage containers to outside garbage bins.
- Survey outside areas to keep outside area free of debris, litter, etc.
- Cardboard boxes must be broken down and placed in appropriate outside bins.

Weekly:

- Clean, dust, and polish hardwood, furniture, windowsills and tables.
- Vacuum and dust the Genealogy Room.
- Wipe down keyboards and computer areas.

As Needed:

- Keep the Library Director apprised of anything observed which may present a hazard resulting in potential injury to the library patrons or staff, or cause damage to the building and its equipment.

- Keep the Library Director apprised of any items in need of special care or maintenance by qualified personnel above and beyond that which is normal care by custodian.

Thank you for service. It is appreciated!