

Employment Opportunity

Custodian/Porter

12 hours per week

Central Services, St. Peters, MO

We are currently seeking a part time weekend Custodian/Porter to provide district wide custodial services for our facilities and porter services for events at the Commons at Spencer Road. Duties consist of but are not limited to routine cleaning of interiors and exteriors of buildings, vehicles, trash removal and disinfecting touchpoints. This position responds to work order requests, staff requests and is self-directed based on the condition of the facilities upon arrival at each location. In addition, this position responds to emergency cleanups as necessary. This position is expected to recognize, address and/or report areas of concern related to cleaning, safety hazards, security and maintenance. As needed this position also provides deliveries and light maintenance services throughout the Library

Preferred Experience:

- Minimum of 2 years of custodial experience
- General maintenance skills to include using a ladder
- Strong interpersonal skills, including verbal and written communication
- High School Diploma or GED
- Ability to operate a cargo or transit van
- Valid Missouri Class E driver's license (or the ability to obtain within 14 days of hire)

Part time employees enjoy a partial benefit package that includes paid time off and a deferred compensation plan with employer match.

Pay rate: \$15.98 per hour

Schedule: Saturday 8:30am-5:00pm and Sunday 12:30pm-5:00pm

Advertised schedule may change based on the operational needs of the Department. Applicants should have some flexibility in their schedules to accommodate schedule changes as needed.

For consideration submit a SCCCL application, a cover letter and resume to any branch, or email to jobs@stchlibrary.org, or mail to SCCCL, Human Resources Department, P.O. Box 529, St. Peters, MO 63376. Applications materials will be accepted until the position is filled or an acceptable number of qualified candidates have been received.

The St. Charles City-County Library is committed to diversity and inclusion. The Library provides equal employment opportunities to all applicants without regard to race, color, religion, sex, gender identity, national origin, sexual orientation, age, disability, or military status.

12/6/24

Please see the following job description for more information.

Description Number: A1
Position Title: Custodian/Porter
Salary Grade: A
FLSA Classification: Nonexempt
Reports To: Facilities and Logistics Manager
Revision Date: 10/15/2024

Position Summary

Performs tasks related to keeping the interior and exterior of the branches neat, clean, free from clutter and safe. Setup of tables and chairs for programs or events. Assists with repairs and light maintenance in library branches as needed. Assists with delivery of library materials and mail on an as needed basis. Custodial duties are performed at multiple locations per shift. The custodian will use the work order system to obtain requests and must prioritize the requests to ensure most efficient use of time. Receives general direction from the Facilities and Logistics Manager but acts independently to perform custodial duties.

Essential Functions

1. General housekeeping.
2. Respond to emergency clean ups as needed.
3. Maintain a neat appearance of the outdoor area.
4. Set up and reset meeting rooms throughout the Library.
5. Assist Facilities Technicians with routine repairs as needed.
6. Assist with deliveries throughout the Library as needed.
7. Prioritize projects according to the work order system.

Duties

1. Dust shelves, ledges, displays, light fixtures and door frames.
2. Clean all interior windows and glass doors.
3. Vacuum, sweep, and mop floors.
4. Clean or shampoo upholstered furniture.
5. Fill all Soap, Sanitizer and Paper Product Dispensers.
6. Clean and Disinfect Restrooms.
7. Provide porter service for events
8. Clean and disinfect touch points and flat surfaces; tables, counters, handrails.
9. Collect litter around the building and on the parking lot.
10. Empty trash and ash receptacles. Clean receptacles as needed.
11. Set up meeting rooms according to instructions on the reservation.
12. Tear down and store tables and chairs following an event.
13. Help branch staff or facility technicians with minor repairs or improvements.
14. Deliver mail and library materials throughout the Library as needed.
15. Provide routine cleanings of vehicles.

Skills

1. Ability to use and maintain vacuums and other tools.
2. General maintenance skills to make minor repairs.
3. Ability to follow verbal and written instructions, including MSDS directions.
4. Ability to interact in a courteous, professional manner with staff and customers.
5. Basic office skills for using email and electronic timesheets.
6. Ability to operate a cargo or transit van.

Essential Physical Abilities - Accomplished with or without reasonable accommodation.

1. Work is performed while standing, stooping, walking, or kneeling.
2. Ability to lift, carry, push or pull up to 75 pounds.
3. Ability to perform repetitive bending and stretching.
4. Sufficient clarity of speech and hearing to communicate well with staff and customers.
5. Sufficient vision to perform detail work, read small print, or operate a vehicle.
6. Ability to work outdoors in all weather.
7. Ability to work in unpleasant conditions where exposure to odors, noise, wetness, can cause discomfort.

Education and Experience

1. High school diploma or GED.
2. Minimum of 2 years' custodial experience.
3. Valid Missouri Class E driver's license (or ability to obtain within 14 days of hire) with an excellent driving record.
4. Must be bondable.

The job description is not intended to be all-inclusive. Employees may perform other related duties as required to meet the ongoing needs of the Library.