



# Madison County Vacancy Announcement

## Madison County Library Custodian

### Position Summary:

The primary purpose of this position is to ensure the Library is clean and orderly. This position will perform cleaning duties such as vacuuming, sanitizing, mopping, cleaning windows and doors, and any other related activity assigned by the supervisor. This position will be responsible for working 15 hours per week.

This position is non-exempt under the Fair Labor Standards Act.

### Where to Apply:

The position is open until filled. Submit a North Carolina State Application (PD 107) with a cover letter to Madison County Human Resources. To obtain an application, visit <http://www.madisoncountync.org/employment.html>. Applications will be accepted at the Madison County Human Resources Office, 107 Elizabeth Ln., Marshall or mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753. Applications will also be accepted via email to [hr@madisoncountync.gov](mailto:hr@madisoncountync.gov).

Madison County Government is an Equal Opportunity Employer.

### Essential Functions:

#### • 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 Branch Manager 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 Branch Manager apprised of any items in need of special care or maintenance by qualified personnel above and beyond that which is normal care by custodian.

**Education:**

- High school diploma or GED
- Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities

**Knowledge, Skills, and Abilities:**

- Knowledge of standard cleaning methods and procedures
- Experience with cleaning equipment
- Ability to perform repetitive motion for long periods of time
- Ability to lift heavy objects
- Ability to work with minimal supervision
- Other duties as assigned

**Physical Requirements:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with ADA requirements, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to stand and walk for long periods of time
- Physical ability to regularly lift library materials weighing up to 50 lbs,

**Requirements:** Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check. Must possess a valid North Carolina Driver's License.

**Salary:** \$10.00 per hour