

Loutit District Library

Job Description

Job Title: Lead Janitor

Reports to: Building Services Technician

Job Summary:

Under the supervision of the Building Services Technician, this position leads the day-to-day activities of the janitorial crew, and performs a variety of duties related to the cleaning and basic maintenance of library facilities.

Primary Responsibilities:

- Lead the janitorial crew and communicate with Building Services Technician.
- General cleaning of the building and keeping it maintained and in good condition.
- Vacuum, sweep, and mop floors.
- Clean and stock restrooms.
- Ensure doors are locked after hours and lights are turned off.
- Clean up spills with appropriate equipment.
- Notify Building Services Technician of needed repairs.
- Collect and dispose of trash and recycling.
- Complete tasks in a timely manner with minimal supervision.
- Notify Building Services Technician if cleaning supplies need to be stocked.

Requirements:

- High school diploma.
- Ability to manage your time efficiently.
- Work well when supervisors are not present.
- Ability to lift at least 25 pounds.

- Handle basic maintenance, building repairs, cleaning, and other janitorial work.
- Basic math skills.
- Able to work safely with a variety of cleaning supplies.
- Able to use basic cleaning equipment.
- Possesses and maintains a valid Michigan driver's license.

Working Conditions:

- Climate-controlled building with occasional maintenance of building exterior.
- Ability to work harmoniously with other library employees.
- Ability to work independently.
- Supports an equitable, safe, diverse, and inclusive workplace.
- Tools needed will be provided by the library. Any additional tools needed may be purchased upon approval of supervisor.

Reporting Relationship:

Reports to Building Services Technician. In absence of that person, reports to the Assistant Director or Person in Charge.

The above is intended to describe the primary responsibilities, the secondary responsibilities, and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.