

Gibson Memorial Library

Job Title:	Custodian (temporary)	Job Category:	Janitor and Cleaners
Department/Group:	Janitor	Job Code/ Req#:	37-2011
Location:	Creston, IA	Travel Required:	None
Level/Salary Range:	\$12-14.50	Position Type:	Part-time
Direct supervisor:	Library Director	Date Posted:	September 24, 2025
Will Train Applicant(s):	No	Posting Expires:	October 3, 2025
External Posting URL:			

Applications Accepted By:

FAX OR EMAIL:

FAX: 641.782.4604

director@gibsonmemoriallibrary.org

MAIL:

Director Danielle Dickinson Thaden
Gibson Memorial Library
200 W. Howard Street
Creston, IA 50801

Job Description

NATURE OF WORK

Keeps building in clean and orderly condition. Performs heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish.

DUTIES AND RESPONSIBILITIES

- Is responsible for the appearance of library furniture, shelves, floors, window and door glass.
- Cleans restrooms and kitchenette.
- Removes trash from waste baskets daily and takes to the dumpster.
- Sets up tables and/or chairs for board meetings, story hours and other library sponsored programs and meetings during working hours.
- Waters plantings; trims bushes; and generally, maintains the grounds.
- Arranges with the Director to get roof drains cleaned and cleared of debris.
- Tends to Library furnaces, replacing filters and routine maintenance activities such as taking care of the sump pump and notifying management, the Library Director, of needed repairs.
- Removes snow from sidewalks, parking lot and steps and salts same.
- Removes debris from sidewalks and grounds.
- Makes simple repairs and advises the Director on more difficult repair jobs requiring outside expertise.
- Operation of normal janitorial equipment, i.e., floor polishers, vacuums, etc.
- Requires the ability to collect information from various sources and prepare reports for the Director.
- Knowledge of basic math; capacity to plan and organize workflow independently.
- Spell and use the English language efficiently.
- Carries out all other duties assigned by the Director and cooperates fully with Director.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

High school diploma or equivalent (GED) required. Previous janitorial or custodian work preferred.

PREFERRED SKILLS & ABILITIES

Ability to work in a pleasant and effective manner with customers, co-workers, other agencies and departments.

Ability to read, understand and follow oral and written instructions and make decisions with established guidelines, policies and procedures.

Ability to work with a minimum level of supervision and regularly take personal initiative to execute work responsibilities. Ability to use independent judgement to make decisions.

Must be able to work nights and weekends and be flexible to switch shifts when necessary.

Must be able to work during the Summer Reading Program and during other peak times for the library.

PHYSICAL DEMANDS

- Frequently required to walk, sit, talk and hear. Frequently required to use hands to handle, feel or operate objects, tools or controls and to reach with hands and arms.
- Hand-eye coordination is necessary to operate computers and various office equipment.
- Work requires the ability to read and understand data and technical information from professional publications, manuals, screens and other devices involving 20" or less vision. Occasionally required to climb a step stool or ladder; Occasionally required to balance, stoop, kneel or crawl.
- Occasionally lift and/or move objects of 50 pounds or more.

ADDITIONAL NOTES

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Gibson Memorial Library, and the City of Creston, are an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Library will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and position incumbents to discuss potential accommodations with the Employer.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	