



## Starkville-Oktibbeha County Public Library System Job Description – Janitorial Staff

**Job Title:** Janitorial Staff

**Supervisor:** Director, Assistant Director

**Direct Reports:** None

### Job Summary

This part-time employee serves as a janitorial staff member for the Starkville Public Library and the Sturgis Public Library locations. The primary responsibility is to maintain cleanliness and organization in both library facilities. The janitorial staff member will perform routine cleaning tasks, assist in maintaining a welcoming atmosphere, and ensure the facilities are well-maintained. This position reports directly to the Assistant Director and/or Director and may be assigned additional duties as needed.

### Key Responsibilities

- Clean and sanitize restrooms, including toilets, sinks, and floors
- Empty trash cans and replace liners
- Dust and wipe down surfaces, including shelves, tables, and chairs
- Vacuum carpets and sweep/mop floors
- Clean windows and glass surfaces
- Ensure cleanliness of common areas
- Maintain supply inventory and restock janitorial supplies as needed
- Assist with minor maintenance tasks such as changing light bulbs or fixing minor equipment issues
- Notify management of any major maintenance or repair needs
- Adhere to safety protocols and maintain a clean and safe work environment
- Collaborate with library staff to support events or programs when necessary
- Ability to exercise judgment in non-routine situations

### Core Competencies

Work Ethic: Is productive, diligent, conscientious, punctual and efficient; abides by policies and procedures; participates in professional development activities.

Service Orientation: Seeks to understand the needs and expectations of patrons and strives to meet or exceed the needs; treats customers with respect, responding to requests in a professional manner.

Communication: Concisely and accurately answers questions, explains or conveys information to the public and coworkers; demonstrates effective oral and written communication skills.

Self-Management Skills: Effectively manages emotions and maintains a positive attitude; works effectively and cooperatively with others; manages time wisely; prioritizes tasks appropriately and effectively multitasks.

Customer Relations: Understands the mission of the library and applies this while dealing with patrons; communicates the importance of library services to the public; treats all patrons and co-workers with courtesy and respect; projects positive image of the library.

Professional Maturity: Manages conflict and diffuses situations; knows when to refer an issue to the appropriate management level or when to notify policy or emergency services; maintains confidentiality.

### **Working Conditions**

This position requires working 10 hours per week, split between the Starkville Public Library and the Sturgis Public Library. The schedule may include evenings and occasional Saturdays. The janitorial staff member may work alone for extended periods. The work environment involves continual contact with the public and requires attention to detail and cleanliness. Physical demands include standing, bending, lifting up to 50 pounds, and operating cleaning equipment. The employee must be comfortable working with individuals of all age groups.

### **Disclaimer**

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities to do the job. Rather they are intended only to describe the general nature of the job.