MONTROSE REGIONAL LIBRARY DISTRICT

Position Title:	Custodian	**Department:**	Building & Grounds
Reports to:	Assistant Director	**Status:**	Non-Exempt
Supervises:	Occasional Volunteers	**Date:**	May 1, 2026

Summary of Function:
Under general direction, performs a variety of custodial duties within the Main Branch and Annex properties order to keep the staff and public areas clean, safe, and attractive.

Job Functions:
- Daily custodial attention to the building, lobby and entryways, the conference room, all restrooms, as well as office and work spaces. This will include sweeping, mopping, vacuuming, sanitizing, and wiping surfaces throughout the buildings.
- Collect and dispose of interior trash and recycling.
- Moves trash and recycling bins to the curb as per public sanitation schedule.
- Assist with the setup of the conference room for staff meetings.
- Wash accessible interior windows.
- Serve as on-call contact for biohazardous waste disposal.
- Care for floors as needed which may include, sweeping, vacuuming, stripping, waxing, and mopping.
- Attend to custodial emergencies as needed.
- Participates in staff meetings and trainings.
- Performs all other duties as assigned.

Qualifications:
- High School diploma is required. One year custodial experience is required. Will consider equivalent combination of education and experience.
- Ability to read, understand, and follow directions on common cleaning materials containers and MSDS sheets.
- Ability to use common cleaning tools and equipment safely and efficiently.
- Ability to do simple preventative maintenance on common cleaning tools and equipment.
- Ability to communicate effectively.
- Able to build strong working relationships, internal & external to the organization.
- Able to apply common sense understanding to carry out instructions furnished in written or oral form.
- A flexible team player with the ability to work successfully in a changing environment.
- Ability to perform all duties and responsibilities in a timely and effective manner in accordance with policies and guidelines to achieve the overall objectives of the position.

An individual in this position must be able to successfully perform the essential duties and responsibilities listed above. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

Working Environment:

- Hectic or demanding situations.
- Varied schedule, including evenings and weekends, which may change periodically.
- Situations that involve behavioral issues.
- Frequent interruptions with maximum flexibility required.
- Occasional travel may be required.

The Montrose Regional Library District is an Equal Opportunity Employer.