

**TIPPECANOE COUNTY PUBLIC LIBRARY  
JOB POSTING**

**Custodian, Part-time:** The custodian is responsible for accomplishing a routine of custodial tasks at the Downtown library. Maintain sanitary conditions and a high-quality appearance inside and outside of the building and grounds on a daily and as needed basis. Respond to sanitary issues that arise in a prompt manner. Main responsibilities include restroom cleaning, window cleaning, dusting, and carpeted and hard floor care. Other duties as assigned and/or required. One-year building cleaning experience preferred. Position available immediately.

Compensation and Benefits

Starting hourly rate: \$14.00/hour; Standard hours per week: 20 hours

Paid leave: Vacation, Holiday, Personal and Sick days

Retirement: Indiana Public Retirement System, Hoosier START

Voluntary benefits: AFLAC

Requirements:

High school diploma or equivalent

Background check and valid driver's license with good driving record

Exhibit general knowledge of sanitation chemicals and tools

Essential to be cooperative and pleasant with patrons and staff

Must be trustworthy and dependable

Available to meet the work schedule - mornings, evenings, weekends, and holidays

Apply to this job:

Submit a [TCPL application](#), resume, three references and a letter of interest to Human Resources Coordinator, TCPL, 627 South Street, Lafayette, IN 47901 or by email at [hrc@tcpl.lib.in.us](mailto:hrc@tcpl.lib.in.us). Employment [application](#) and Job description located at the library website at: <https://tcpl.lib.in.us/library-careers/>.

TCPL is committed to equal employment opportunities. Applications are sought from all qualified people, without regard to race, religion, color, sex, sexual orientation, disability, Veteran status, national origin, or ancestry.

**POSITION TITLE:** Custodian

**DEPARTMENT:** Facilities

**FLSA:** Not exempt

**SUPERVISOR:** Facilities Coordinator

**SALARY SCHEDULE CLASSIFICATION:** Custodian VI

**JOB OBJECTIVE:**

Maintain sanitary conditions and a high-quality appearance in and out of the building and grounds on a daily and as needed basis.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Clean and sanitize all restrooms
- Restock all roll towel, bathroom tissue, and soap dispensers as needed
- Vacuum all carpeted areas
- Dust all shelves and furniture
- Clean all glass
- Wet mop and dust all hard flooring surfaces
- Spot clean stained furniture and carpet
- Empty all trash inside and out of the building and on grounds
- Pick up trash/litter outside
- Respond to sanitary issues that arise in a prompt manner
- Other duties as assigned and/or required
- May be required to open and secure the building at the start of or end of shift

**QUALIFICATIONS:****Education:**

High school graduate or equivalent education

**Previous experience:**

One-year building cleaning experience preferred

**Skills:**

- Must be able to identify and correct sanitary issues daily and as they happen
- Exhibit general knowledge of sanitation chemicals and tools
- Must be able to work without supervision
- Must be self-motivated
- Essential to be cooperative and pleasant with patrons and staff

**License/certification:**

Valid Indiana drivers license

**ENVIRONMENTAL CONDITIONS:**

Must be able to:

- lift and carry a minimum of seventy pounds
- climb steps
- climb ladders
- effectively perform work from location to location
- tolerate odors from cleaning supplies
- work indoors and outdoors

**MACHINES, TOOLS, EQUIPMENT & WORK AIDS:**

Floor care equipment, brooms, mops, dusters, microfiber towels, cleaning chemicals, carpet/upholstery extractor, hand and electrical tools related to custodial duties.