

Statesboro Regional Public Libraries

Application Packet

Position of Custodian, Franklin Memorial Library

- Employment Application
- Job Description
- Employee Benefits Description

Position is up to 17 hrs/week. **\$13.25/hour**

Franklin Memorial Library service hours:

Monday – Friday: 9:00 a.m. – 6:00 p.m.

Saturday: 9:00 a.m. – 1:00 p.m.

Library Location: 331 West Main St
Swainsboro, GA 30401

Statesboro Regional Library System employees are welcome to apply.

Applications must include:

Application Form

3 Work references with current contact information

Mail or Drop Application off at:

Windy Ward, Library Manager

Franklin Memorial Library

331 West Main St

Swainsboro, GA 30401

Position is open until filled

Franklin Memorial Library

POSITION DESCRIPTION

Position Title: Custodian
Classification: FLSA non-exempt, up to 17 hrs/week
Reports to: Library Manager

Statesboro Regional Library System requires a criminal background check whenever a job offer has been made and accepted by an individual. This documentation must be on file prior to employment. We are a Drug Free Workplace.

OVERALL RESPONSIBILITY

The Custodian is responsible for the regular cleaning and light maintenance needed by the Franklin Memorial Library. The Custodian also works closely with the staff to prepare the building for Library-sponsored programs and events and will be working around library patrons. The custodian is under the supervision of the Library Manager and Assistant Manager. The custodian is expected to be dependable and not require close supervision.

ESSENTIAL POSITION FUNCTIONS

The description of tasks is not intended to outline every last detail of the custodian's position. It will serve to give a general impression of the duties relating to the job.

Each Day of Work:

- empty interior and exterior trash and replace bin liners
- clean all bathroom mirrors, toilets and sinks in public and staff restrooms
- replenish kitchen and bathroom paper supplies and soap as needed
- walk through Library and around building exterior looking for trash or other issues

Weekly:

- vacuum high traffic areas
- sweep kitchen and bathroom floors
- clean kitchen sinks and wipe down counters
- check Smith & Trustee room for trash and vacuum if needed
- dust visible staff counters, tables and desks (not expected to move papers or other items)

Monthly:

- vacuum all carpeted areas
- mop kitchen and bathroom floors
- clean public area tables
- dust shelves and cabinets
- clean lower windows and doors at both entrances

As Needed:

- remove recyclable paper and cardboard
- replace bulbs
- replace ceiling tiles
- handle recycling
- assist staff with donations
- spot clean carpet or upholstery
- clean staff area counters, tables and desks after they remove all papers and items
- clean all interior and exterior windows
- alert Library Manager about problems such as leaks, graffiti or repair needs.
- assist supply order for cleaning supplies and stock for bathrooms and kitchen areas
- assist staff with seasonal decorations
- prepare community room for Library sponsored programs by setting up or removing chairs and tables

REQUIRED QUALIFICATIONS

Education, Training and/or Experience

- High School diploma or equivalent
- Access to a reliable means of transportation
- Knowledge of building cleaning practices, supplies and equipment, and the ability to use them economically and efficiently.
- Ability to understand and follow oral and written directions in the English language.
- Agree to submit to a background check and have results that meet the expectations of the employer

PHYSICAL SKILLS

- Ability to safely use cleaning materials and equipment typically used in custodial work..
- Ability to lift and move up to forty (40) pounds and push one hundred (100) pounds, occasionally
- Ability to climb ladders.

TRAINING, SUPERVISION, AND EVALUATION

The Custodian is trained and supervised by the Library Manager and the Assistant Library Manager. This employee must be able to take direction from and work with all library staff members. The Custodian will also have daily interactions with the public as part of the Library's staff. Annual evaluation and review of the Custodian's performance is provided by the Library Manager

WORKING CONDITIONS

- Majority of work performed in general office and library environment
- Requires some flexibility in hours
- Some projects may require evenings or Saturdays

This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of the Statesboro Regional Public Libraries. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.

Franklin Memorial Library
331 West Main St
Swainsboro, GA 30401

Employment Application

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability, or national origin. Consistent with the Americans Disabilities Act, applicants may request accommodations needed to participate in the application process. We are a Drug Free Workplace and participate in E-Verify.

Date _____

PERSONAL INFORMATION

Last Name _____ First _____ Middle _____

Mailing Address _____

City _____ State _____ Zip Code _____

Physical Address (if different) _____

City _____ State _____ Zip Code _____

Phone Number(s): _____

E-mail Address: _____

During the past 7 years, have you ever been convicted of a crime, excluding traffic violations?

Yes ___ No ___ If yes, Date _____ City _____ State _____

The Statesboro Regional Public Libraries realizes that convictions may have no reasonable relationship to the functions or responsibilities of the job in question. For this reason a conviction record will not necessarily be a bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation and rehabilitation will be taken into account. Failure to disclose criminal convictions will disqualify an applicant. If a job offer is made all potential employees must agree to a background check.

Are you aware of any reason that you cannot perform essential functions of the job with or without reasonable accommodations? (A copy of the job description is attached) Yes ___ No ___

If yes, please explain _____

Are you legally eligible for employment in the U.S.? Yes ___ No ___

Federal Law requires new employees to supply documents proving their employment authorization by the third day of employment. A photo ID will be required. Statesboro Regional Public Libraries participates in E-Verify.

EMPLOYMENT DESIRED

Position _____

Date you can start _____ Salary desired _____

Are you employed now? Yes ___ No ___ If yes, may we contact your employer? Yes ___ No ___

Have you ever applied to this Library before? Yes ___ No ___ If yes, when? _____

EDUCATION

High School _____ Degree Conferred _____

College Attended _____ Degree Conferred _____

College Attended _____ Degree Conferred _____

FORMER EMPLOYERS

List your last three employers, beginning with the *most recent* one first.

1. Name & Address of Employer _____

Start Date (month/year) _____ End Date (month/year) _____

Salary _____ Position _____

Reason for leaving _____

2. Name & Address of Employer _____

Start Date (month/year) _____ End Date (month/year) _____

Salary _____ Position _____

Reason for leaving _____

3. Name & Address of Employer _____

Start Date (month/year) _____ End Date (month/year) _____

Salary _____ Position _____

Reason for leaving _____

REFERENCES – (Work related references)

1. Name _____ How Acquainted _____

Address _____ Phone _____

Email _____

2. Name _____ How Acquainted _____

Address _____ Phone _____

Email _____

3. Name _____ How Acquainted _____

Address _____ Phone _____

Email _____

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge and authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of the employer.

I understand that I am required to provide documents verifying my employment authorization by the third day of employment.

Statesboro Regional Public Libraries requires a criminal background check whenever a job offer has been made and accepted by an individual. This documentation must be on file prior to employment.

I understand that Statesboro Regional Public Libraries is a Drug Free Workplace and participates in E-Verify.

Signature of Applicant _____

Date _____