

Duties assigned and supervised by the Churchbridge Library Board which includes one member of Town Council.

Library Hours

November 1 to April 30

Tuesday	1 p.m. to 7 p.m.
Wednesday	1 p.m. to 5 p.m.
Friday	1 p.m. to 5 p.m.
Saturday	12 p.m. to 4 p.m.

May 1 to October 30

Tuesday	1 p.m. to 7 p.m.
Wednesday	1 p.m. to 5 p.m.
Thursday	1 p.m. to 5 p.m.
Friday	1 p.m. to 5 p.m.

JANITORIAL DUTIES

The janitor is responsible for maintaining a clean, safe and well maintained facility.

The janitor **MUST** fill out report sheet (Schedule A) when duties are completed - initial and date.

SUMMER WEEKLY DUTIES INCLUDE:

1. Wash and disinfect bathroom fixtures & floors on **both levels** of the building & flush toilet in basement.
2. Dry mop or wash floors on **both levels** of the building- more often if inclement weather or building is having special events.
3. Vacuum mats.
4. Wash chairs, tables and counters in all areas of the building.
5. Disinfect kitchen/food prep area.
6. Refill and replace supplies as required (paper towels, tissue, soaps, etc.).
7. Clean glass on front door inside & out.
8. Clean out outside ashtray.
9. Remove garbage/recycle material and place in OSS containers.
10. Check dehumidifiers/sump pumps to ensure in operating order *with instruction from town staff*.
11. Clean marks on wall on **both levels**.

WINTER WEEKLY DUTIES INCLUDE:

Same as above

And

1. Keep snow/ice away from doorways, ramp and walkways, including front door, side exit door and book drop. The ramp and steps must be cleaned **by 8 a.m. on Mondays** for delivery by Parkland Library Courier.
2. Use de-icer as required.
3. Ensure front door is free of frost, ice and snow build-up to prevent damage to automatic door.

TWICE ANNUALLY

1. Wipe down blinds.
2. Clean windows-inside and outside.

ANNUALLY

1. Dry mop walls in all rooms.
2. Arrange for use of power floor washer (at hall) so contractor can clean all floors thoroughly if deemed necessary by Library Board.

Notify Town Administrator/Office immediately of damages and repairs**Duties of Librarian**

1. Clean librarian desk.
2. Clean bookshelves.
3. Clean computers.

Duties of Town Staff

1. Change furnace filter annually.
2. Please fluorescent light bulbs as needed.
3. Repairs.
4. Remove large quantities of snow from front and back (parking area) of building.