

Job brief - Custodian

The Cobleigh Library is looking for a custodian to take care of our building and carry out cleaning, maintenance, light handiwork and construction, and security duties. The average work week is to be 16 hours with normal duties that relate to the cleaning, care, repair, and maintenance of the library building, furnishings, equipment, and lawn. Compensation is \$15.00/hr plus 2 weeks vacation after one year. The goal is to keep our building in a clean and orderly condition for the benefit of the community it serves.

Responsibilities

- Clean and supply designated building areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning, etc.)
- Perform and document routine inspection and maintenance activities
- Carry out heavy cleansing tasks and special projects
- Notify management of occurring deficiencies or needs for repairs
- Make adjustments and minor repairs
- Stock and maintain supply rooms
- Cooperate with the rest of the staff
- Follow all health and safety regulations

Requirements

- Proven working experience as a janitor
- Ability to handle heavy equipment and machinery
- Knowledge of cleaning chemicals and supplies
- Familiarity with Material Safety Data Sheets
- Integrity and ability to work independently

Duties:

1. Assist customers with library, community or chamber related needs.
2. Answer phones as needed when staff is unavailable.
3. General cleaning of the library such as: cleaning of shelves, floors, walls, windows, light fixtures, bathrooms, steps and entryways, etc. with regular vacuuming and dusting.
4. In season, the maintenance of lawn, picking up of trash, and general maintenance of the outside appearance of the building.
5. In season, clearing steps and walkways of ice and snow.
6. Evaluation, observation, and recommendation of building, equipment, furnishings, etc. of both the interior and exterior areas.
7. Awareness of safety practices and issues at the library.
8. Order cleaning supplies within yearly budget.
9. Advise on repair budget with supervisor.

To apply, please drop off a resume, cover letter, and 2 references. Or email to: bryn@cobleighlibrary.org