



# Port Jefferson Free Library

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## FULL TIME CUSTODIAN

Works closely with the Custodial team to maintain the Library buildings and grounds to insure cleanliness, safety and good condition. Tracks custodial supplies.

### **Duties and Responsibilities-**

*(Not intended to be all inclusive-employee shall also perform other reasonably related duties as assigned)*

#### **Cleaning:**

- Washes, waxes and sweeps all tile floors, halls and stairways
- Vacuums and cleans all carpeting
- Cleans windows, glass doors, woodwork and walls
- Dusts and polishes furniture, fixtures and shelving
- Cleans and disinfects restroom facilities; stocks with supplies
- Removes trash from all areas of the building and grounds

#### **Maintenance:**

- Performs routine repairs to equipment and furnishings
- Replaces light bulbs and ballasts as needed
- Paints walls and trim as needed
- Set up and breakdown of program rooms including furniture and equipment
- Performs activities related to maintenance of building systems, such as regularly monitoring gutters and drains for blockages, etc.

#### **Grounds:**

- Maintains lawns, shrubbery and plantings
- Sweeps and removes snow and ice from all walkways
- Performs routine inspection of building exterior for damage/needed repairs

#### **Qualifications:**

- Knowledge and understanding of custodial procedures
- Mechanical aptitude, ability to operate maintenance and repair equipment
- Physical ability to lift heavy boxes (50 lbs. or greater) and equipment, climb ladders, etc.
- Ability to understand and follow written and oral directions
- Ability to train PT custodial staff in cleaning and maintenance procedures
- Ability to direct and supervise repairs if needed

#### **Necessary Training and Experience:**

- Graduation from high school or equivalent; and
- A minimum of two years of related full-time custodial experience

35 hours a week. Salary: \$21.15 per hour. Submit resume and application by Monday, March 24th to [jennybloom@portjefflibrary.org](mailto:jennybloom@portjefflibrary.org)

Port Jefferson Free Library is an association library with a staff association represented by NYSUT. Benefits include the opportunity to participate in the NYS retirement plan, paid accrued time off and more outlined in the collective bargaining agreement.

The Port Jefferson Free Library does not discriminate in employment or the provision of services.