



Port Jefferson Free Library

FULL TIME SUPERVISORY LIBRARY CUSTODIAN

Reports to: Director

Summary: Supervises the Custodial Team and works closely with the Maintenance Custodian to maintain the library buildings and grounds to insure cleanliness, safety and good condition. Tracks custodial supplies. Trains and supervises custodial staff.

Duties and Responsibilities:

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

Supervisory:

- Provides direction to assigned staff in general custodial maintenance
- Coordinates facilities set up for Library programs, meetings and special events
- Trains staff on machine/chemical use and proper cleaning methods and procedures
- Maintains custodial staffing calendar, assigns tasks to staff, and approves time cards
- Participates in department evaluations
- Creates purchasing requisitions and oversees custodial supplies and their ordering

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 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 supervisory custodial experience

This is a Full Time, 35 hours a week position. Salary: \$24.85 - \$28.96 per hour based on experience. Submit resume and application by Monday, September 22nd to 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.