

**Notice of Position
Mastics-Moriches-Shirley Community Library
Business Department**

**Job Notice# : 03052018 P
Posting Date: 03/12/18
Closing Date: 03/19/2018
Start Date: 03/28/2018**

Job Title: Part-time Custodial Worker I

Position may require up to 25 hours per week. Night shifts till 1 am(M-Th) and weekend shifts

Description of Duties:

- Works to maintain cleanliness of large public library building.
- Mop and sweep floors and vacuum carpets and chairs.
- Empties garbage receptacles and replaces liners.
- Washes windows, walls, ceilings, light covers vent grates, and woodwork.
- Cleans bathrooms and replenishes supplies.
- Moves furniture and equipment and sets up/break down meeting rooms.
- Occasionally performs outside maintenance work including snow shoveling.
- Works with other custodians as a team, independently, and in provided uniform.
- Must carry a two way radio and respond as required to spills, cleanups, etc.
- Inspects expiration dates on fire extinguishers, first aid kits, eye wash station, and other related functions.
- May require being on call overnight for emergencies and alarm resets.
- Delivers supplies to departments, receives inbound supplies from shippers, and transports supplies to stockroom for storage.
- Moves and retrieves files to and from storage.
- Meets with contractors as necessary to explain required repairs.
- Maintains sprinkler system.
- Picks up garbage and litter both inside and outside of the building.
- Performs other duties as required.

Qualifications:

- Working knowledge of methods and equipment used in custodial work.
- Ability to understand and follow oral and written instructions.
- Must have a valid driver's license
- Must be courteous, well organized, detail oriented, and possess good communication skills.
- Physical ability to perform duties of position.
- No minors. All applicants must be over the legal age of 18.

Starting Wage: \$11.10 per hour.

Applications may be returned in person to the Job Application Box during regular hours of operation; by fax 631-399-1518; or scanned and emailed as an attachment to businessoffice@communitylibrary.org

Please note: Only prospective candidates will be contacted

The Mastics-Moriches-Shirley Community Library does not discriminate on the basis of race, color, national origin, sex, religion, age or disability, in employment or the provision of services.

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