

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

Job Notice#:103024P

Job Title: Part-time Custodial Worker I

Posting Date: 12/19/2024

Closing Date: 01/02/2025

Start Date: 01/08/2025

Position may require up to 25 hours per per week, Including Nights and weekends.

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: \$20.00 per hour.

Applications may be mailed or dropped off at the Business Office during normal business hours ; or scanned and emailed as an attachment to employment@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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