Library Custodian

Dublin Public Library

We are looking for a responsible custodian to maintain and protect our facilities. The external and internal appearance of a building reflects on the occupants. It is important for a custodian to be careful and thorough in working, cleaning and tidying the premises, as well as preventing vandalism. The ideal candidate will be experienced in a custodian role focused on public building upkeep. They will have great physical endurance to cover a large space. A keen eye for detail and diligence are imperative in custodial maintenance jobs.

Under the supervision of the Library Director, the custodian is responsible for maintaining a clean, comfortable and safe environment for library patrons and staff. The custodian identifies and reports all problems related to the Library to the Director, and recommends solutions to those problems.

This is a part-time position with no benefits. Two days a week (Friday MUST be one of the days) for a total of 8 hours, which includes a weekly trip to the Transfer Station for trash and recycling.

Responsibilities

* Keeps interior of building clean and in orderly condition, including but not limited to, the following: dusts furniture, washes woodwork and/or baseboards, cleans interior glass and display cases, cleans countertops, walls and windows. Cleans bathrooms, staff rooms/offices, and Program Room. Sweeps, mops, and vacuums carpets
* Empties trash and garbage containers. Takes trash and recycling to Dublin Transfer Station.
* Wash and sanitize toilets and sinks and restock disposables (e.g. soap, paper towels)
* Keeps track of supplies. Alerts director when supplies are low
* Set up, take down, and clean program room for meetings and events
* Maintain outer premises by occasionally watering plants, sweeping walkway, clearing snow, and cleaning lobby entrances
* Utilize proper pest prevention remedies
* Perform maintenance and minor repairs (replacing broken switches, fixing door handles, minor leaks etc.). Regularly monitoring and maintaining the Library’s building structure, systems, and grounds
* Report major damages and oversee repairs. Provide assistance with inspections and emergency procedures as needed
* Secure facilities after operating hours by locking doors, closing windows and setting up the alarm
* Undertake occasional custodial and janitorial tasks (shoveling snow from the sidewalk, lifting heavy items, moving chairs etc.)

Skills

* Preferred experience as custodian, janitor or in a similar role
* Knowledge of use and maintenance of industrial cleaning supplies and equipment, and the ability to use them economically and efficiently
* A general understanding of service standards and procedures within a public building.
* Knowledge of safe disposal of chemical liquids and other hazardous components
* Familiarity with basic landscaping and handyman practices
* Attention to detail and conscientiousness
* Very good physical condition and strength
* Ability to understand and follow oral and written directions
* Ability to learn standard building systems, software, equipment, and tools
* Professional written and verbal communication skills
* Ability to travel locally
* High school diploma is preferred but not required

Physical Requirements

* Able to see, stand, walk, sit, bend, stoop, kneel, crouch, talk and hear regularly to successfully perform all duties
* Able to reach, lift and carry heavy containers (up to 50 pounds) during a work shift
* Able to push and pull up to 150 pounds
* Able to move furniture, change light bulbs, utilize manual tools, power tools, and custodial equipment, climb ladders and stairs, carry trash and shovel snow in various weather conditions
* Able to tolerate exposure to nontoxic fumes, airborne particles, outdoor allergens and cleaning chemicals
* Able to tolerate exposure to differing temperatures internally and externally
* Able to read, write, and communicate in English.

Job Type: Part-time

Salary: From $15.00 per hour

Schedule:

* Weekend availability a plus. Flexible schedule for when Library is closed.

**7 hours per week only**

COVID-19 considerations:

All staff are required to wear a mask within the building and maintain social distancing. Additional disinfecting is done by Librarians and Staff at the end of each day, but also increased cleaning is conducted by the Custodian due to COVID.

Ability to commute/relocate:

* Dublin, NH 03444: Reliably commute or planning to relocate before starting work (Required)