

NEW JOB OPENING: Morning Custodian for the Flint Public Library

The Flint Public Library is seeking a person to be our new morning custodian and building maintenance person. The ideal candidate will have a desire to keep the library clean, inviting and sanitary. This job is approximately 15 hours/week without benefits.

General Statement of Duties and Responsibilities:

Reports to Library Director. Works in concert with all library staff, including other maintenance staff. Maintains the cleanliness and security of the Flint Public Library. Responsible for cleaning, dusting, and making sure the library is ready for the public each morning. Must be able to operate a snow blower and do some hand shoveling of snow. Provides support to set up/clean up for library programs and meeting room groups. Responsible for the safety and security of the facility. Related work as required or as situation demands.

Typical schedule would be Monday through Friday 8:30 to 10:30 am and every third Sunday 1 to 5pm. Occasional evening shifts to fill in for co-workers on vacation.

Physical Requirements:

Manual use of cleaning equipment and supplies. Depth, color, peripheral and distance vision regularly required. Regular and frequent lifting of up to 40 pounds; occasional lifting of up to 50 pounds. Ability to hear, talk, walk, sit, bend, reach, grasp, climb stairs. Occasional need to balance, stoop, kneel or crouch. Ability to climb ladders and/or be up on the roof and tolerate heights. Ability to shovel snow and operate a snow blower.

Education and Training Requirements:

High School diploma or GED desirable, supplemented by two or more years' experience in the custodial and maintenance field.

Other Qualifications:

Ability to read, write and follow directions and to read and follow instructions on the labels of cleaning supplies. Ability to use hand tools for repairs and maintenance. Must be able to perform a wide variety of physical duties without any difficulties. Ability to work independently. Working knowledge of the principles and practices of cleaning and able to take note of any building issues and bring them to the attention of the director. Any equivalent combination of education and experience. Vehicle and Driver's License required. Reliable attendance is mandatory.

Rate of Pay: \$20.15/hour

Closing Date: Applications will be open until the position is filled.

**Address Letter of Intent
and Resume to:** Melissa M. Gaspar
Flint Public Library
P.O. Box 98/1 South Main Street
Middleton, MA 01949-0198