

JOB OPENING: Library Custodian

Posted: April 20, 2021

The Flint Public Library is seeking a person to be our new custodian and building maintenance person. The ideal candidate will have a desire to keep the library clean, inviting and sanitary. This job is approximately 9 – 12 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 primarily for cleaning the building and reporting any needs for service and repair maintenance on building facility and plumbing, HVAC and electrical systems. Provides support to library service programs and meeting room groups. Responsible for the safety and security of the facility and of after-hours meeting attendees during evening shifts. Related work as required or as situation demands.

Interacts with vendors and contractors; Town Boards and Committees; Town Departmental personnel; Library personnel; and the public. Includes Tues. and Thurs. evenings and every third Sunday 1pm to 5pm.

Physical Requirements:

Manual use of cleaning equipment and supplies, carpentry and building materials. Depth, color, peripheral and distance vision regularly required. Regular and frequent 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 and remove snow.

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 chemical supplies. Ability to use hand tools for repairs, carpentry 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 carpentry, painting, plumbing, wiring, and the operation and use of HVAC systems. Any equivalent combination of education and experience. Vehicle and Driver's License required. Reliable attendance is mandatory.

Rate of Pay: \$21.06/hour

Closing Date: This position will be open until filled.

Send Resume to: Melissa Gaspar, Library Director, Flint Public Library
1 South Main Street, Middleton, MA 01949 or email at:
mgaspar@flintpublib.org