

JOB OPENING: Library Custodian

Posted: April 21, 2021

Flint Public Library seeks to hire a custodian and building maintenance person. The ideal candidate will have a desire to keep the library clean, inviting, safe, and sanitary. This job is approximately 9 – 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. Keen attention to detail is required. Maintains the cleanliness and security of 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.

Hours include mornings and every third Sunday from 1:00PM to 5:00PM.

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 flat roof and tolerate heights. Ability to shovel and remove snow with 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 chemical supplies required. 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: \$21.27/hour

Closing Date: This position will be open until filled. Review of applications begins May 5, 2022.

Send Resume to: Loretta Johnson, Interim Library Director, Flint Public Library,
1 South Main Street, Middleton, MA 01949 or email at: ljohnson@flintpublib.org
Three professional references will be requested of candidates who are considered for the position.