

Harborfields Public Library has an opening for:**Job Title:** Part-time Custodial Worker I**Description of Duties:**

- Works to maintain cleanliness of a large public library building.
- Mop and sweep floors and vacuum carpets and various furniture.
- Empties waste receptacles and replaces liners inside and outside of building.
- 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.
- Occasional outside maintenance work, including snow shoveling.
- Works with other custodians as a team, independently, and in provided uniform shirt.
- Must carry a two way radio and respond as required to spills, cleanups, etc.
- 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 items to and from storage.
- Picks up 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.
- Prior custodial experience is a plus.

Salary:

- Entry level salary - \$19.50 / hour

Hours:

- Evening and day shifts available. Positions require one Saturday a month (8:30AM – 6PM). Applications may be returned to the library, faxed to (631) 757-4266, or submitted via:

Email: info@harborfieldslibrary.orgWebsite: <https://www.harborfieldslibrary.org/employment>***Only prospective candidates will be contacted for an interview.***