

Comsewogue Public Library
170 Terryville Road, Port Jefferson Station, New York 11776

hr@cplib.org

Phone: 631/928-1212

Fax: 631/928-6307

NOTICE OF POSITION

Position: Part-Time Custodian

Starting Date: Immediate

Date Posted: January 5, 2022

Description of Duties:

- Perform custodial duties throughout the Library to maintain overall appearance and cleanliness of the building and grounds. Major duties include:
 - Dust furniture, bookshelves, bookends, walls
 - Wash windows
 - Clean floors – mop, wax, vacuum
 - Maintain cleanliness of restrooms
 - Remove trash from building and grounds
 - Perform outdoor maintenance to maintain clear walkways
- Perform minor repairs; change light bulbs and water filters
- Perform minor painting jobs
- Receive and unpack deliveries
- Other custodial related duties as assigned
- Support Library goals related to sustainability

Preferred Qualifications:

- A high school diploma (or its equivalent) *and* one (1) year of custodial experience in Library setting
- Ability to follow written and oral directions
- Working knowledge of methods and equipment involved in custodial work
- Physical condition consistent with the demands of the position
- Strong interpersonal skills

Hours: 16 to 20 hours per week – includes afternoon, evening and weekend shifts

Salary: \$18.50 per hr.

To apply: Submit your application to hr@cplib.org or fax to 631-928-6307. Applications are available at the Library and on the Library website, www.cplib.org, under “Jobs”.

*Only candidates selected for further consideration will be contacted. Special consideration **may** be given to candidates who are residents of this jurisdiction.*

The Comsewogue Public Library does not discriminate in employment or the provision of services.



**Comsewogue
Public Library**

Where Many Paths Meet