

# Brodhead Memorial Public Library

Now Hiring

## CUSTODIAN/MAINTENANCE

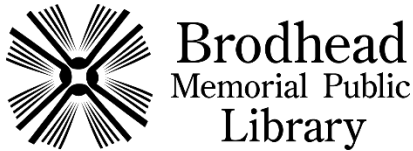
Brodhead Memorial Public Library is currently looking for an outgoing individual with strong attention to detail and experience in building maintenance and upkeep to join our team as custodian/maintenance. As the main point of contact for many of our patrons, this position performs circulation functions, assists patrons with technology questions, and completes special projects as needed.

This position is for approximately 10 hours a week with morning, evening, and weekend availability required. Starting wage for this position is \$9.41 per hour. As this is a part-time position, no benefits are offered.

Additional position information and application can be found on the library's website, [www.brodheadlibrary.org/about/employment](http://www.brodheadlibrary.org/about/employment).

**The deadline to apply is June 9, 2020.**

Due to the COVID-19 pandemic, applications, should be submitted using the following link: <https://forms.gle/fHqpyz8HFHxdnrzWZ>



## **Library Assistant Job Description**

### **Typical Responsibilities of Position**

Under general supervision, performs general cleaning and minor maintenance duties in maintaining library building, adjacent walks and grounds, and equipment in a clean, orderly, and functional condition. Provides assistance to staff, visitors, and other employees as necessary.

### **Minimum Qualifications**

1. Ability to understand and follow oral and written instructions.
2. Ability to work independently in an efficient manner to complete assigned tasks.
3. Ability to work effectively and cooperatively with coworkers.
4. Must be able to work early mornings, evenings, and weekends.
5. Must be able to stand for extensive periods of time during the work day.
6. Must be able to lift 50 pounds.

### **Additional Requirements**

1. Stand, walk, and bend for up to 4 hours.
2. Bend and kneel to reach books on bottom floor-level shelf.
3. Reach overhead to shelve books weighing up to 3 pounds.
4. Push wheeled carts weighing up to 200 pounds.
5. Perform repetitive hand, arm, and body movements
6. Ability to work occasionally in poor weather conditions, including heat, cold, rain, or snow.
7. The skills and knowledge required would generally be obtained with previous experience in building cleaning and maintenance work.

### **Representative Job Functions:**

1. Keep building in clean and orderly condition.
2. Maintain neat appearance of both work and public areas.
3. Perform heavy cleaning duties, such as cleaning floors, vacuuming, cleaning glass, and removing rubbish.
4. Perform routine maintenance activities.
5. Notify management of need for repairs.
6. Cleaning snow or debris from sidewalk.
7. Attend and participate in library staff meetings.

### **Representative Tasks**

1. Check outside for trash and cigarettes
2. Clean entryway glass
3. Vacuum entry mats
4. Sweep hard flooring
5. Mop hard flooring
6. Vacuum carpeted areas
7. Clean drinking fountains

8. Dust all areas
9. Clean children's tables
10. Empty waste baskets
11. Clean surfaces throughout (tables, counters, etc.)
12. Clears snow from entrances and walkways (seasonal)
13. Pull weeds in landscaped areas (seasonal)
14. Wipe down computers
15. Clean restrooms including fixtures, floors, garbage, etc.
16. Restock paper products in restrooms
17. Change light bulbs
18. Remove/recycle old newspapers
19. Wash windows
20. Bring trash and recycling to dumpsters
21. Move furniture, equipment, or fixtures as required.
22. Wash dishes or utensils as required.
23. Use brooms, mops, and floor equipment to sweep, mop, strip and wax floors
24. Use vacuum cleaners to clean rugs, carpets, upholstered furniture, and blinds
25. Dust furniture and equipment
26. Wash walls, ceilings, woodwork, windows, doors, and sills
27. Make minor carpentry, electrical, mechanical, and plumbing repairs
28. Perform touch up and finish painting
29. Sets up and tears down chairs, tables, and equipment in meeting rooms and function rooms
30. Other tasks/duties as assigned by supervisor