



NOTICE OF VACANCY
Salem Public Library

TITLE: Part-time Building Custodian

CIVIL SERVICE TITLE: N/A

DEPARTMENT: Library

POSITION STATUS: Part-time position. Saturdays 7:00 AM – 5:00 PM; Wednesday mornings 7:00am-11:00am Sundays in rotation 12:00 PM – 5:00 PM.

REPORTS TO: Library's Senior Custodian

HOURLY RATE: 11.82 per hour

SUNDAY RATE: 16.54 per hour

DUTIES: Opens and closes Library according to schedule; locks up after scheduled meetings after Library hours. Cleans toilets and wash basins, drinking fountains, and counter tops. Sweeps outside steps and walkways; cleans steps, walkways, and the sidewalks surrounding the building of ice and snow by shoveling or using snow blower, and spreads salt in winter; mows lawns and maintains grounds and shrubs in neat condition. Receives deliveries and stores supplies. Must have Mass driver's license to deliver books, packages and messages, and drive Library vehicle as needed. Performs other duties as assigned.

Cleans floors by sweeping, vacuuming and washing using appropriate supplies and equipment; cleans interior surfaces such as walls, ceilings, windows, furniture, etc. by dusting, polishing and washing using appropriate supplies and equipment; empties waste receptacles and disposes of waste. Clean areas used for preparing and serving food. Move and

set up furniture to prepare rooms for meetings and/or special functions. Inspect assigned areas to determine that work has been performed according to established procedures. Incumbents at this level receive direct supervision from the Senior Custodian or other employees of higher grade who provide instruction and guidance, assign work and review performance for compliance with instruction and standard procedures. Custodians walk and stand for prolonged periods of time; lift and carry heavy objects; may work varied shifts, weekends, holidays or nights.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES:

Some knowledge of building cleaning practices, supplies, and equipment, and ability to use them economically, efficiently, and productively; ability to follow oral and written instructions; cooperativeness; thoroughness; dependability. This position requires a mature person, who can show evidence of previous experience that demonstrates the ability to be in charge of a building and to be able to act independently in a building emergency. Requires telephone and Mass. Driver's license.

Ability to follow oral and written instructions; ability to understand and apply the policies, procedures, rules, regulations, etc. governing assigned unit activities. Ability to establish and maintain harmonious working relationships with others; to deal tactfully with others; to stand and walk for prolonged periods of time; to lift and carry heavy objects. Physical stamina and endurance including bending; crouching; reaching down, and out, and up over head. Based on assignment, the following may be required: Knowledge of safety and sanitation practices and procedures.

Please send applications to:

Tara Mansfield
Acting Library Director
Salem Public Library
370 Essex Street
Salem, MA 01970
mansfield@noblenet.org