



**NOTICE OF VACANCY –PART TIME POSITION**  
**Salem Public Library**

**TITLE:** Part-time Building Custodian

**DEPARTMENT:** Library

**POSITION STATUS:** Part-time, no benefits  
Twelve hours per week, Sundays in rotation  
Mondays 7:00AM-11:00AM  
Tuesdays 7:00am-11:00AM  
Thursdays 7:00am-11:00AM  
Sundays in rotation 12:00PM-5:00PM

**REPORTS TO:** Library Custodian

**HOURLY RATE:** \$15.00 per hour; Sunday rate: \$21.00 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.

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. Receives deliveries and stores supplies.

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 Library Custodian or other employees of higher grade who provide instruction and guidance, assign work and review performance for compliance with instruction and standard procedures.

**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 evidence of previous experience of facility responsibility and the ability to act independently in a building emergency. Requires telephone and valid Mass. Driver's license.

Other duties as assigned.

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.

Custodians walk and stand for prolonged periods of time; lift and carry heavy objects; may work varied shifts, weekends, holidays or nights.

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.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet, unless the employee is performing duties outside.

Interested individuals are encouraged to apply to:

Tara Mansfield, Director  
Salem Public Library  
370 Essex Street  
Salem, MA 01970  
[mansfield@noblenet.org](mailto:mansfield@noblenet.org)

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