

Saugerties Public Library
Custodial Worker Job Description
\$28.00 - 30.00 an hour
Up to 19 hours a week

Distinguishing Features of the Class

The work involves responsibility for the performance of building cleaning and minor maintenance and repair tasks.

Typical Work Activities:

Daily cleaning:

- Clean and restock 4 bathrooms.
- Collect garbage and recyclables.
- Wipe down public tables, disinfect doorknobs and hand rails.
- Vacuum high traffic areas.
- Sweep and mop floors and stairs.
- Clean front entrance glass.
- Dusting.
- Pick up trash outside of building.

Maintenance:

- Change lightbulbs, batteries, ballasts .
- Small Repairs, e.g. unclog toilets, shelving repairs.
- Deep clean carpets and furniture according to a regular, agreed upon schedule.
- Clean exterior of library lobby entrance as needed.
- Mow the library's backyard.
- Work with facilities committee on long term projects.

Assist with special event projects, e.g. set up outdoor screen for movie nights.
Other projects as requested by the director.

Hours:

Morning or evening - no overnight hours.

Requirements:

Inform Assistant Director when supplies need reordering.
Inform Library Director of repairs and problems that need addressing.
Attendance at either the monthly staff or facilities committee meeting.

Minimum Qualifications: High School Diploma. Technical Education classes preferred.

We are an equal opportunity employer.

Please email your resume and three references to Jennifer Russell, Library Director.
director@saugertiespubliclibrary.org