



## **Part-Time Employment Opportunity Custodian**

Are you looking for a great place to work, with co-workers who have positive attitudes, and are cooperative, supportive, fun, respectful, and committed to excellence? Then look no further because the Wallingford Public Library is looking to hire a part-time custodian to join our team!

To apply for this position, you can either:

- Come to the library and fill out an employment application, or
- Complete the employment application found on the library's website <https://wallingfordlibrary.org/about/employment/> and return it to Human Resources, Wallingford Public Library, 200 North Main Street, Wallingford, CT 06492 or [humanresources@wallingfordlibrary.org](mailto:humanresources@wallingfordlibrary.org), or
- Complete the employment application on Google forms at <https://tinyurl.com/4m449ujm>.

Applications will be accepted until December 5, 2022.

### **Job Summary:**

Performs general cleaning and maintenance duties in maintaining library building, adjacent walks and grounds, and keeps equipment in clean, orderly and functional condition. Reports to the Head of Facilities and also receives general direction from the Director and Assistant Director.

### **Essential Job Functions:**

- Cleans rooms, hallways, walls, glass, restrooms, staff break room, and stairways.
- Cleans restroom and refills restroom supplies.
- Uses brooms, mops, and floor equipment to sweep, mop, and buff floors.
- Uses vacuum cleaners to clean rugs, carpets, and upholstered furniture.
- Dusts furniture and equipment.
- Empties indoor and outdoor trash cans.
- Removes trash to the dumpster.
- Sets up and takes down chairs, tables, and equipment in meeting rooms.
- Keeps parking lot and walkways clear of litter and debris.
- Cuts grass, weeds planters and beds, waters grass, rakes and removes leaves.
- In winter, clears snow from entrances and walkways, applies ice melt to icy pavement and walkways.

### **Required Knowledge, Skills, and Abilities:**

- The skills and knowledge required would generally be obtained with previous experience in building cleaning and maintenance work.
- Ability to communicate with staff and the general public and exchange accurate information in these situations.
- Ability to acquire job skills with three weeks of on-the-job training.
- Ability to follow directions and work independently.
- Ability to follow all applicable safety rules and procedures.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The person in this job needs to do

the following:

- Ability to constantly move throughout the building to complete essential responsibilities.
- Ability to frequently move tables and chairs to set up for library programs.
- Ability to occasionally ascend/descend a ladder to service lights, clean tops of shelves, wash windows, and clear roof drains of debris.
- Ability to constantly operate vacuum, carpet/upholstery cleaner, broom, lawn mower, leaf blower, shovel and other maintenance equipment.
- Ability to frequently move supplies and equipment weighing up to 50 pounds throughout the library.
- Ability to occasionally work in poor weather conditions, including heat, cold, rain, or snow.
- Must be able to remain standing or walking more than 70% of the time.

**Hours:**

8:30am-12:30pm, Monday thru Friday, and 8am-12pm every other Saturday.

**Rate:**

- \$16.75/hour
- Paid time off

*Disclaimer: Nothing in this job description restricts the Wallingford Public Library's right to assign or reassign duties and responsibilities to this job at any time. This description reflects the Wallingford Public Library's assignment of essential functions. It does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.*

*Wallingford Public Library's policy is to provide, in accordance with applicable law, equal employment opportunities to all employees and applicants without regard to race (including ethnic traits historically associated with race such as hair texture and protective hairstyles), color, religious creed, age, sex, pregnancy, marital status, national origin, ancestry, past or current mental or physical disability, genetic information, military or veteran status, sexual orientation, gender identity or expression, civil union status, status as a victim of domestic violence, or any other legally protected status.*

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