



**NOTICE OF JOB VACANCY**

**POSTING NUMBER: #22-02**

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An opportunity currently exists in the Maintenance Department for a part-time position of Custodian. Works under general supervision of the Senior Custodian and performs a variety of cleaning and maintenance duties to keep all areas of the library in an orderly, clean and attractive condition. Applicants who meet the requirements below may apply.

**Title:** Custodian (Part-Time)

**Issue Date:** March 24, 2022

**Compensation:** Starting hourly rate is \$19.62/hr

**Location:** Westfield Memorial Library, Maintenance Department

**JOB DESCRIPTION:**

The Westfield Memorial Library is seeking a responsible, responsive, and detail-oriented candidate to join the Maintenance Department. The successful applicant should have a demonstrated capacity to deal effectively and courteously with library staff and members of the public.

**RESPONSIBILITIES:**

- Sweeps and mops hallways, stairs and other areas. Cleans carpeted floors with vacuum cleaner.
- Cleans windows and sills. Cleans shelving furniture and other equipment.
- Empties wastebaskets, cleans lavatories, replaces light bulbs and makes minor repairs to furniture.
- Cleans and tidies up around the outside of the building, including trash pick-up.
- Prepares meeting rooms for meetings; arranges furniture.
- Prepares materials for recycling and brings them to curb.

- Makes minor repairs to plumbing and electrical fixtures, such as: replacing light bulbs and electrical plugs, replacing washers in faucets, unclogging drains.
- Moves or assists in moving books, furniture, and supplies within the library.
- Empties book returns.
- Clears snow and ice from around library.
- Assists with library closing procedures.
- Performs other duties as instructed.

**KNOWLEDGE AND ABILITIES:**

- Ability to converse, speaking clearly, concisely, and courteously.
- Ability to interact with co-workers and patrons in a calm, pleasant manner.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position.
- Ability to comprehend and follow written and oral one-or-two step instructions.
- Must have sufficient physical strength to perform job duties.
- Must possess valid driver's license.

**EDUCATION**

High school or equivalent diploma. Knowledge of plumbing and electrical preferred.

**SCHEDULE:**

Mondays 6-9pm, Wednesdays 6-9pm, and alternating Saturdays 7:30am-3:30pm.

**NOTICES:**

Equal Opportunity Employer. Employees must comply with the "New Jersey First Act".

**TO APPLY:**

Please submit a completed application OR cover letter and resume to [apply@wmlnj.org](mailto:apply@wmlnj.org) or return to the library Attn: Director. Applications are available at the front desk or online at: <https://wmlnj.org/wp-content/uploads/2021/12/WestfieldTownEmploymentApplication.pdf>.