NOTICE OF JOB VACANCY

POSTING NUMBER: #22-02

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 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.