



HOLBROOK PUBLIC LIBRARY

2 Plymouth Street
Holbrook, Massachusetts 02343
(781) 767-3644 • Fax (781) 767-5721

TOWN CLERK
JUL 2 AM 10:55 '19
HOLBROOK

07/02/19

The Holbrook Public Library seeks part time (15 hours per week) custodian. This position is a union position with some benefits. EOE/AA employer.

Position available immediately.

LIBRARY CUSTODIAN

BASIC FUNCTION

Performs general cleaning and maintenance duties in maintaining library building, adjacent walks and grounds, and equipment in clean, orderly, and functional condition. Responds to emergency situations involving power failures, plumbing and heating problems, vandalism, and burglar alarms.

PRIMARY RESPONSIBILITIES

Receives oral and written instructions from Library Director/Assistant Director
Performs work according to standard procedure and by building's operational schedule
Cleans rooms, hallways, restrooms, offices, kitchen, stairways, and windows
Uses brooms, mops, and floor equipment to clean and maintain flooring.
Uses vacuum cleaners to clean rugs, carpets, blinds, and curtains.
Washes walls, ceilings, woodwork, windows, door and sills
Makes carpentry, electrical, mechanical, and plumbing repairs
Performs touch up and finish painting
Empties wastebaskets and recycling bins
Replenishes restroom supplies
Replaces light bulbs
Sets up and tears down chairs, tables, and equipment in meeting room and other areas
Prepares rooms for use by organizations.
Clears snow from walkways, stairs, and entrances; salts and sands as necessary.
Keeps gutters and downspouts clean and in good repair.
Keeps bushes, shrubs, and trees trimmed.
Keeps lawns, walkways, stairways, and parking lot clear of debris and trash.
Keeps air conditioning cage free of weeds, grass, trees, etc.
Clears grass from walkways and parking lot.
Follows all applicable safety rules and procedures.
Reports work accomplished orally or written work order to Library Director.
Performs related work as assigned by Library Director.

ADDITIONAL DUTIES

Participates in general cleaning, painting, and repair work.
Uses hand tools and power tools in making maintenance repairs and maintaining walks and grounds.
Assists in shipping, receiving, and setting up of library supplies, materials, furniture, and equipment.
Provides assistance to officials, staff, patrons, and visitors as necessary.
Checks building at beginning and end of shifts.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to apply common sense understanding to carry out detailed but uninvolved oral and written instructions.

Skills and knowledge generally obtained with previous experience in building cleaning and maintenance work.

Ability to relate to officials, staff, and public in courteous manner.

Ability to lift and carry objects weighing up to 75 pounds.

Ability to work occasionally in poor weather conditions, including heat, cold, rain or snow.

Good ability to establish and maintain effective working relationships with superiors, associates and the general public.

QUALIFICATIONS

High School Diploma/Equivalent.

Must possess a valid Massachusetts driver's license.

Working knowledge/experience in facility maintenance.

SALARY

\$15.32 per hour

Submit a resume with 3 references to:

Donald Colon, Library Director dcolon@ocln.org