



Job Description: **Custodian (PT)**

The **Bellwood Public Library** is seeking a part-time **Custodian** to join our team.

Qualifications

- Candidates must have a positive attitude and work well in a team environment
- High School diploma or equivalent; training in building trade skills
- One year experience in custodial/maintenance field or equivalent
- May require a valid driver's license and access to a personal vehicle
- Ability to lift, push, pull and carry heavy objects
- Ability to work on ladder or at heights above 10 ft
- Ability to handle cleaning and/or building problems
- Ability to walk, stand and climb stairs for sustained periods of time
- Ability to work in adverse weather conditions
- Other physical requirements: balancing, crawling, kneeling, visual and hearing accuracy

Benefits

- \$16.00- \$18.00 per hour
- 24 hours per week with vacation, sick, and PTO earned as per employee manual.

Responsibilities

- Provide and maintain a safe, inviting, and functional facility for the Library's patrons and staff
- Assists in maintaining appearance and operations of Library building and grounds
- Cleans bathrooms (and other appropriate areas) and restock paper towels, toilet paper, soap etc.
- Collect and empty all trash cans and dispose trash into the dumpster daily
- Cleans off tables, service desks, and glass doors, as well as doorknobs
- Dust bookshelves and surfaces
- Ensure all floor surfaces are clean using vacuum, dustmop, and/or mop regularly
- The ability to manage your time efficiently and work well when the supervisor is not present
- In winter, occasionally remove snow accumulations from walkways leading to the building/spreads salt
- Assists with program set-ups and ensures established safety recommendations are met, if necessary
- Reports all identified safety and maintenance issues to the Maintenance Manager
- Assists outside contractors as directed
- May be asked to make repairs to the Library furniture, equipment, and facilities
- Other duties as assigned by the supervisor, or necessary and proper to accomplish the foregoing

Submit application with job application and resume with CUSTODIAN APPLICATION in the subject line prior to January 10, 2025 to Heather-Marie Montilla at info@bellwoodlibrary.org. NO phone calls, please.

Bellwood Public Library is an equal opportunity employer. We encourage applicants from all backgrounds and experiences to apply and value diversity in our workplace.