

December 14, 2023

**Position: Part-Time Custodian
Hagaman Memorial Library**

Hagaman Library seeks an entry-level, Part-Time Custodian who will take pride in the cleanliness and beauty of our public building, which provides a resource hub and information access point for the East Haven community. The right candidate will be self-motivated, with the ability to work independently and as part of a team with the Library Director, library staff, outside vendors, and the Department of Public Works. The position will start at approximately 10 hours per week, Monday through Friday mornings.

Job Duties Include:

- Keep library building and grounds in clean and orderly condition. Inspect building and grounds to ensure the following daily tasks have been completed: sanitizing and cleaning restrooms; refilling soap, toilet paper, and paper towel dispensers; plunging/unclogging toilets and drains, as needed; mopping and vacuuming floors; emptying garbage; cleaning public spaces; cleaning entry door glass; dusting computer stations; and sanitizing staff break area. If any of this work is outstanding, complete work and notes projects for the Library Director
- Monitor heating and cooling systems daily for alert lights and proper functioning of equipment. If malfunction is suspected, contact the Library Director and Department of Public Works
- Check grounds, outside, and inside of building for signs of disrepair. Report concerns to Library Director. In case of snow, check that the parking lot has been plowed, and all walkways have been shoveled and salted for safety. If any of these items are outstanding upon arrival, contact the Library Director immediately, so decisions can be made regarding opening the building
- Sanitize door handles, telephones, and checkout counters daily
- Provide a brief, daily report for the Library Director. Communicate effectively and courteously, both verbally and in writing, with the Library Director, staff, Department of Public Works, and vendors
- Organize and maintain the Custodian's Room. Maintain a list of chemicals used in the building and safety data sheets for all chemicals. When new chemicals are added, request material safety data sheets from Library Director. Be familiar with safety information for all products and equipment used
- Maintain an inventory of building and cleaning supplies, tools, and equipment. Notify the Library Director when supplies are low in stock and need to be ordered
- Provide cleaning to walls, floors, and trim, as needed
- Provide seasonal deep cleaning of windows, bookshelves, and other spaces
- Sweep outside customer and employee entrances, as needed. Maintain grounds, as needed
- Oversee trash and recycling, as needed
- Complete special projects assigned by the director, as needed
- Perform other duties as assigned

Skills & Qualifications:

- Some experience with cleaning or maintenance preferred. Basic understanding of building mechanicals, plumbing, and cleaning procedures desired
- High school diploma or equivalent preferred
- Ability to communicate clearly, both verbally and in writing
- Ability to check, send, and reply to messages by email or text
- Ability to read and understand written and oral instructions and safety information

- Ability to meet library standards for cleanliness independently, without constant direct supervision. Ability to differentiate between tasks which can be handled personally and those which require input from the Library Director and Department of Public Works
- Ability to cope with a variety of tasks and allocate work time to accomplish them
- Ability to maintain a helpful, courteous manner with staff and patrons
- Ability to operate a motor vehicle

Physical Requirements:

This position required physical effort to perform duties under typical grounds and building maintenance conditions. This may include being required to sit, stoop, crawl, stretch, bend, and twist. May be required to set up and break down tables and chairs, and to lift and carry up to 60 pounds.

Pay & Other Benefits:

\$15 per hour. Partial benefits including: paid holidays, vacation, sick time, and personal days available.

To Apply:

Please send a cover letter, resume, and [application for employment](#) to the Library Director, Sarah Mallory, at smallory@biblio.org. Subject Line: Library Custodian Position.

Equal Employment Opportunity Statement:

Hagaman Library promotes a policy of equal employment opportunities for all. This means that the library recruits, hires, trains, and promotes all persons without regard to race, color, sex, religion, national origin, marital status, political belief, physical disability or any other illegal criteria. All employment decisions are based on employment-related criteria such as skills, abilities, attitude and contribution to the library, so as to further the principles of equal employment.