



Part-Time Library Custodian

3 hr/wk on Saturday morning with occasional substitute hours

\$21.12/hr to start with Step Increases

Job Availability: Immediately

Responsible for the overall appearance, cleanliness, and safety of the building and grounds.

Duties:

- Cleaning of all work areas, public access areas, restrooms, floors, and outside walkways
- Exterior clean-up and maintenance as needed
- Trash collection, recycling, and disposal
- Snow and ice removal
- Minor repairs and maintenance; installation and removal of air conditioners
- Set up and cleaning of public meeting rooms
- Coordinating regular inspections of the elevator, heating system, and furnace
- General knowledge of all plant operations—heating, air conditioning, elevator, electrical, and plumbing systems

Qualifications:

- 3–5 years experience in general maintenance
- High school diploma
- Punctuality, reliable attendance, dependability, ability to work independently and with others, and pleasant manner
- Ability to lift 52 pounds and perform moderate amounts of squatting, bending, lifting, and stretching as well as snow shoveling
- Basic carpentry skills
- Knowledge of the materials, methods, and practices used in performing janitorial services.
- Ability to understand and follow oral and written instructions.

An equal Opportunity / Affirmative Action Employer

Please submit a resume, cover letter, and three references to:

Cindy Grove, Library Director
Rockport Public Library
17 School St., Rockport, MA 01966
Phone: 978-546-6934
Email: cgrove@rockportlibrary.org