



## **Full-time Custodian**

Oceanside Library has an immediate opening for a full-time custodian.

### **RESPONSIBILITIES/DUTIES INCLUDE BUT NOT LIMITED TO:**

Responsible for seeing that the buildings and grounds are clean, safe and free of hazards to public and staff

Responsible for preparing setups and breakdowns (chairs, tables, etc.) of meeting rooms and any areas where programs are being held from instructions

Using cleaning supplies and equipment to keep the interior/exterior of the library looking clean and professional

General cleaning of facility: empty trash receptacles, sweeping, mopping, dusting, vacuuming surfaces

Responsible for cleaning/sanitizing/stocking all restrooms (toilets, sinks, walls, floors)

Maintaining/cleaning/stocking the staff room (sinks, refrigerator, counters and floor)

Opening/closing the building when needed – securing the building and alarm system, emptying book drops, etc.

Minor building maintenance, repairs and changing light bulbs when needed

Assists with snow removal as needed

Must be able to lift 50 lbs.

Must be able to perform tasks requiring the use of a ladder

Must be able to operate our Bookmobile (Mercedes Benz Extended Sprinter Van—non-CDL)

Responsible for operating van lift and loading and unloading books and materials, including full book trucks

Assists with off-site outreach and events, including van events

Assists in loading, transporting, setting up, breaking down, and operating of off-site outdoor movie system

Responsible for assisting with collection maintenance, including transport, boxing, dusting, cleaning, weeding, removal, and moving of collection, from all levels of shelving

Contacts vendors and coordinates service/repairs

Attends workshops on and off site at the direction of the Director

Runs errands, including stores, post office, etc.

Together with such other tasks as may be required by the Director

Coordinates with security company in the event of an alarm, including meeting police off-hours if necessary

Serves as Greeter and attends the door at opening and closing of Library

Hours will include evenings and weekends

**QUALIFICATIONS:**

- High School Graduate or GED.
- NYS Driver's License in good standing.
- Good interpersonal skills, ability to handle problems and emergency situations.
- Responsible, dependable and flexibility is a must.
- Knowledge of building systems is a plus.

**STARTING SALARY:** Commensurate with experience. Includes generous benefit package.

Please send resume and cover letter to [ocltrustee@oceansidelibrary.com](mailto:ocltrustee@oceansidelibrary.com)

Oceanside Library is an Association Library. This is not a Civil Service position. EOE.