

Part Time Custodian
Livingston Public Library

The Livingston Public Library is seeking an experienced part time Custodian to join our team. We are looking for a detail-oriented person who is passionate about maintaining the Library as a beautiful, welcoming destination for all Livingston residents.

Under the supervision of the Assistant Director and direction of the Lead Custodian performs routine tasks involved in the cleaning and maintenance of the building and grounds.

This is an 18 to 21 hours per week position and includes weekday, night and weekend hours. Sunday hours in July will be required. All employees are members of the NJ PERS pension plan. Pro-rated paid time off is included. New Jersey residency is required within one year of the date of hire. \$16.00 per hour.

OTHER DUTIES AND RESPONSIBILITIES:

- Regular cleaning and maintenance of the building and grounds
- Ensuring that bathrooms and kitchens are properly supplied with paper goods, soaps, etc.
- Opening and closing the Library building
- Setting up and breaking down tables and chairs for Library events
- Emptying the indoor and outdoor book drops
- Maintaining the safe condition of steps and entrances by salting and/or sanding and removal of snow and ice when necessary
- Directing outside contractors, repairmen, plumbers, electricians and all other workers when they visit the library to do repairs, maintenance, etc. in the absence of the Lead Custodian and Assistant Director
- Additional duties may be assigned

REQUIREMENTS:

- High School diploma required. Bachelor's degree preferred.
- Minimum of 3 to 5 years building management required.
- Working knowledge of HVAC, electrical, mechanical and plumbing systems.
- A valid New Jersey driver's license.
- Strong written and verbal communication skills.
- Dependability; ability to work flexible schedule including evenings, weekends and on-call hours.
- Ability to make decisions independently.
- Ability to lift, push, pull and carry 65 lbs. or less on a routine basis. Climb stairs and ladders.
- A Background Check is required prior to the official hiring date.

Send resume, cover letter, and three (3) references to Amy Hyfler, Assistant Director, at hr@livingston.bccls.org. The position is open until filled.

