Port Jefferson Free Library

100 Thompson Street
Port Jefferson, New York 11777

JOB POSTING
Positions Available: Part Time Custodian
Effective: Immediately

Description: Our Custodial performs janitorial responsibilities for our library. The Custodial generally maintains the cleanliness and appearance of our facilities, may open or close the buildings and prepare the building for staff, public and meetings.

Schedule: Monday - Friday (some days, evenings) and rotating Saturdays, Sundays. More as needed. This part time job is for about 49 hours a pay period.

Duties: Include but are not limited to:

Mopping, waxing, polishing, vacuuming, sweeping and stripping floors.
Dusting, polishing furniture, bookcases, paneling and light fixtures.
Cleaning windows, walls and woodwork, tables, desks and chairs.
Removing and disposing of trash and debris, emptying garbage cans and trash baskets.
Cleaning lavatories and replenishing supplies.
Moving furniture and equipment from one place to another as directed, preparing for meeting and programs.
Minor repairs and heavy lifting.
Outside maintenance tasks such as shoveling snow, trash and debris cleanup.

Qualifications: Working knowledge of the materials, methods and equipment used in custodial work; ability to understand and follow simple oral and written instructions; ability to make minor repairs and adjustments to cleaning equipment; physical condition commensurate with the demands of the position.

Salary: Entry level salary is $20.32/hour.   This is not a Civil Service Position

Apply by: October 14th, 2022

Please apply in person or email: jobs@portjefflibrary.org
Applications available at the Circulation desk or at: https://portjefflibrary.org/wp-content/uploads/2016/11/EMPLOYMENT2015.pdf

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