



Port Jefferson Free Library

100 Thompson Street • Port Jefferson, NY 11777

(631)473-0022 • Fax: (631)473-4765

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JOB POSTING

- Position:** Full-Time Custodian
- Effective:** Immediately
- Description:** Performs janitorial responsibilities for the Library - 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 (days/evenings) and rotating Saturdays and Sundays. This is a full-time position, 35 hours a week.
- 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 meetings 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 - \$20.32/hour
- Benefits:** The Port Jefferson Free Library is an association library and has a staff association represented by NYSUT. This is not a Civil Service position. Benefits include NYSHIP health insurance, NYS Retirement Plan, paid accrued time off and more as outlined in the collective bargaining agreement.
- Apply By:** December 23, 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>

AN EQUAL OPPORTUNITY EMPLOYER

PLEASE POST IMMEDIATELY