



# Mattituck-Laurel Library

13900 Main Road, P.O. Box 1437, Mattituck, New York 11952-0991  
[www.mattitucklaurellibrary.org](http://www.mattitucklaurellibrary.org)

## **Part Time Custodial Worker**

20 hours per week. Monday – Friday (evenings and weekends as needed).  
\$20.00/hour, benefits include vacation and sick time as well as holiday pay.

### **Duties Include:**

- Participate in general cleaning of all areas of the library
- Clean meeting rooms, hallways, offices, restrooms, stairways, and public areas
- Use vacuum cleaner to clean rugs, stairs, and upholstered furniture
- Use broom, mop, and floor equipment to mop, strip and wax floors
- Replenish restroom supplies
- Dust furniture and equipment
- Empty wastebaskets; bring garbage to the dumpster
- Empty book drops
- Set up and break down tables, chairs and other equipment as needed in meeting rooms, may occasionally need to set up a/v equipment as part of room set up
- Move furniture and equipment from one place to another as directed
- Clear snow from entrances and walkways and put snowmelt or salt on walkways
- Minor repairs and heavy lifting
- Ability to relate to supervisors, staff members, and public in a courteous manner
- Follow all applicable safety rules and procedures

### **Qualifications:**

- Working knowledge of the materials, methods and equipment used in custodial work; ability to understand and follow oral and written instructions; ability to make minor repairs.

Please apply in person or email [employment@mattlibrary.org](mailto:employment@mattlibrary.org) with a filled out job application available at <https://mattitucklaurellibrary.org/about-ml/employment-opportunities> and/or your resume by February 1<sup>st</sup>, 2023.