



## Full-Time Custodian Position

### Description:

The Riverhead Free Library is seeking a highly motivated, detail oriented individual with a strong work ethic to fill the available full-time, 35 hours per week, custodial position within our Building Maintenance Department. Afternoon, evening and weekend availability is required. This position reports directly to the Building Maintenance Manager.

### Duties:

- Perform janitorial tasks throughout the Library to maintain the cleanliness and appearance of our building and grounds
- Mop, vacuum, and sweep, floors
- Dust and polish furniture, bookcases, paneling, and light fixtures
- Clean windows, walls and woodwork, tables, desks, and chairs
- Remove and dispose of trash and debris, empty garbage cans, and trash baskets
- Clean/disinfect lavatories and replenish supplies
- Minor repairs, light painting, and some heavy lifting
- Outside maintenance tasks such as shoveling snow, trash, and debris cleanup
- Open and/or close the buildings and prepare for staff, public, meetings and programs
- Set up and break down tables, chairs, audio-visual equipment, and other equipment as necessary throughout the library for library programs, meetings and community events
- Perform basic troubleshooting and routine maintenance on equipment and technology in the library makerspace
- Other duties as assigned

### Qualifications:

- High School diploma or equivalent required
- Ability to understand and follow written and verbal instructions
- Working knowledge of the materials, methods, and equipment used in custodial work
- Working Knowledge of audio-visual equipment and other technologies utilized in the library
- Ability to make minor repairs and adjustments to cleaning equipment and tools
- Physical condition commensurate with the demands of the position

\*Benefits include NYSHIP health insurance, MetLife Dental insurance, NYS Retirement Plan, and paid accrued time off.

\*Starting salary range \$20 to \$25 per hour to commensurate with experience.

\*Schedule will include nights and some weekends

Interested candidates should email a resume and cover letter by 5 pm Wednesday, November 22, 2023 to Catherine Montazem, Assistant Director, [catherine.montazem@riverheadlibrary.org](mailto:catherine.montazem@riverheadlibrary.org), using the subject line Custodian Position.