



Position available

Custodian/Handyman

Up to 30 Hours Per week

Salary: \$22.00 per hour

Typical Schedule: Tuesday – Thursday 2:30 p.m. – 8:00 p.m.

Friday – Saturday 9:00 a.m. – 2:30 p.m.

Suffern Free Library service hours

Monday – Thursday 9:30a.m. – 8:00p.m.

Friday – Saturday 9:30 a.m. – 5:00 p.m.

Sunday 12:00 p.m. – 5:00 p.m.

Library address:

210 Lafayette Avenue Suffern, N.Y.

Application must include

- Application form
- 3 work references with current contact information

Mail or Drop Application off at

Darlene Alessi, Director
Suffern Free Library
210 Lafayette Avenue
Suffern, NY 10901

Position is open until filled



Position Title: Custodian/Handyman
Classification: FLSA non-exempt, up to 30 hrs. /week
Reports to: Assistant Library Director and Janitor

Suffern Free Library requires a criminal background check whenever a job offer has been made and accepted by an individual. This documentation must be on file prior to employment. We are a Drug Free Workplace.

OVERALL RESPONSIBILITY

The Custodian is responsible for the regular cleaning and light maintenance needed by the Suffern Free Library. The Custodian also works closely with the staff to prepare the building for Library-sponsored programs and events and will be working around library patrons. The custodian is under the supervision of the Assistant Library Director and Janitor.

ESSENTIAL POSITION FUNCTIONS

This description of tasks will serve as a general impression of the duties relating to the job.

DAILY

- Empty interior and exterior trash and replace bin liners
- Clean all bathroom mirrors, toilets and sinks in public and staff restrooms
- Replenish kitchen and bathroom paper supplies and soap as needed
- Walk through Library and around building exterior looking for trash or other issues
- Vacuum high traffic areas
- Sweep kitchen and bathroom floors
- Mop kitchen and bathroom floors

WEEKLY

- Clean kitchen sinks and wipe down counters
- Check Large meeting Room & the Suffern room for trash and vacuum if needed
- Dust visible staff counters, tables and desks (not expected to move papers or other items)
- Vacuum all carpeted areas

MONTHLY

- Dust shelves and cabinets
- Clean lower windows and doors at both entrances

AS NEEDED

- Replace bulbs and/or ceiling tiles
- Assist staff with book donations
- Alert Janitor and/or Assistant Library Director about problems such as leaks, graffiti or repair needs.
- Assist staff with retrieving seasonal decorations from storage
- Assist with keeping sidewalks clear of snow/ice/leaves
- Makes minor repairs to building
- Performs light construction work (shelves, racks, walls etc.)
- Assembles/erects equipment and furnishings
- Set up meeting rooms (table and chair arrangements) for scheduled events
- Clean public area tables

REQUIRED QUALIFICATIONS

- High School diploma or equivalent
- Access to a reliable means of transportation
- Knowledge of building cleaning practices, supplies and equipment, and the ability to use them economically and efficiently
- Ability to understand and follow oral and written directions in the English language
- Agree to submit to a background check and have results that meet the expectations of the employer

PHYSICAL SKILLS

- Ability to safely use cleaning materials and equipment typically used in custodial work
- Ability to lift and move up to forty (40) pounds and push one hundred (100) pounds, occasionally
- Ability to climb ladders

TRAINING, SUPERVISION, AND EVALUATION

The Custodian will be trained and supervised by both the Assistant Library Director and the Janitor. This employee must be able to take direction from and work with all library staff members. The Custodian will also have daily interactions with the public as part of the Library's staff. Annual evaluation and review of the Custodian's performance is provided by the Assistant Library Director

WORKING CONDITIONS

- Majority of work performed in general office and library environment
- Requires some flexibility in hours
- Hours reflect a ½ hour unpaid lunch and/or dinner break