

Job Posting

Town of Dudley
Pearle L. Crawford Memorial Library
Part-time Library Custodian

ESSENTIAL FUNCTIONS

Responsible for cleaning and maintenance of the Library. Performs a variety of tasks, including but not limited to: cleaning/maintaining rest rooms, removing trash, vacuuming floors & carpet, washing windows and dusting shelves. May undertake other maintenance work such as shampooing carpet, mopping floors, changing light bulbs, and other small maintenance/repair projects in coordination with other town departments. Provides information to the Director pertaining to supply needs and repair and maintenance issues. Performs other similar or related duties as required, or as situation dictates.

EDUCATION AND EXPERIENCE

Minimum of high school diploma or equivalent, and at least one year of custodial experience required.

KNOWLEDGE, ABILITY AND SKILL

General knowledge of cleaning materials, methods and building maintenance; familiarity with building systems; mechanical aptitude; ability to use hand tools for basic repair/maintenance.

PHYSICAL REQUIREMENTS

Moderate physical effort is required to perform most duties; most work requires standing, walking and using hands to operate equipment; requires the ability to climb, stoop, bend, and reach with hands and arms. Occasionally required to lift and/or move heavy objects. Vision requirements include the ability to read instructions and operate equipment.

This position is 10 hours per week (Monday-Friday 7:00-9:00am); \$14.00/hour. Submit letter of interest/application and three professional references via email to kwall@cwmar.org or via mail to Library Director, Crawford Memorial Library, 40 Schofield Ave., Dudley, MA 01571. No phone calls please.