

# Thompson Public Library

## Evening Custodian

### *Description*

Maintain the Library/Community Center building in good physical condition with a clean and neat appearance.

*Supervised by:* Library Director

### *Skills and abilities*

- Ability to work responsibly with minimum supervision
- Adaptability, initiative, tact, courtesy and good judgment
- Occasional light lifting, work on ladders
- Follow all applicable safety rules and procedures

### *Examples of duties*

- Clean bathroom facilities, check paper towels, toilet paper and hand soap.
- Empty wastebaskets and recycle bins.
- Wash floors and windows, clean staff room.
- Pick up US mail and packages (outgoing and incoming), and interoffice mail deliveries.
- Open and close operable partitions.
- Set-up and take-down chairs, tables, etc for library related and Town of Thompson functions.
- Replace light bulbs, maintain inventory and order when necessary.
- Maintain inventory of cleaning supplies and order when necessary.
- Operate HVAC system as needed.
- Perform minor maintenance duties.
- Maintain equipment.
- Coordinate projects with Public Works and service people.
- Secure building at end of shift.
- Clear snow from entrances and walkways.

### *Other duties*

- Respond to emergency situations, such as power failure, plumbing, heating, or vandalism.
- Cover duties of morning custodian as needed.
- Special projects and other duties as assigned.

### *Qualifications*

High School Diploma. Connecticut Motor Vehicle operator's license.

*This job description is not intended to be a complete statement of all duties, functions and responsibilities of this position.*