

Thompson Public Library

Morning 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

- Vacuum.
- Clean all surfaces – shelving units, tables and counters.
- Wash windows .
- 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.
- Bathroom upkeep as needed.
- Clear snow from entrances and walkways.

Other duties

- Respond to emergency situations, such as power failure, plumbing, heating, or vandalism.
- Cover duties of evening 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.

AB 10/08