



POSITION AVAILABLE

East Brunswick Public Library

February 28, 2024

Custodian

Maintenance Department

Hourly Part-Time (102)

- SCHEDULE:** 20 hours per week: Saturday 8am-1pm, Sunday 11am-6pm, Monday and Tuesday 6pm - 10pm
- ESSENTIAL FUNCTIONS:** Custodian coordinates tasks with the cleaning crew and supervisor; cleans the library building; maintains the security of the building when closed to the public and closes and secures the building at closing and opening time.
- TYPICAL TASKS INCLUDE:**
- Performing basic maintenance, repair and/or adjustment of building equipment and systems
 - Dusting and cleaning chairs, tables, shelves and other furniture or equipment
 - Washing windows and walls including bathroom tile walls
 - Vacuuming, sweeping, mopping, waxing floors and shampooing carpets
 - Gathering and disposing of refuse and recycling
 - Polishing furniture and desks
 - Scrubbing and cleaning restrooms including mirrors, wash basins, urinals, commodes, etc.
 - Filling tissue, towel and soap dispensers
 - Supplying paper for photocopy machines; storing boxes of paper
 - Disposing of discarded books
 - Preparing rooms for meetings
 - Loading and unloading delivery trucks, and delivering materials to proper department
 - Obtaining supplies for and stocking vending machines
 - Advising library users that the library is closing
 - Closing the library; shutting off lights; setting alarms and locking doors
 - Ensuring building security when closed to the public
 - Performing related tasks as required.
- KNOWLEDGE, SKILLS AND ABILITIES:**
- Some knowledge of cleaning methods, materials and equipment;
 - Recognize and diagnose electrical and plumbing problems; supervise the work of others
 - Understand and follow oral and written directions;
 - Perform manual work
 - Establish and maintain effective working relationships with associates and customers.

EDUCATION AND EXPERIENCE: Custodian must have any combination of education and experience equivalent to graduation from high school and some experience in building maintenance and repair including some supervisory experience.

SPECIAL REQUIREMENTS: A Custodian is required to possess a valid appropriate driver's license issued by the State of New Jersey.

CONDITIONS OF WORK: A Custodian performs medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects. The work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The worker is subject to inside and outside environmental conditions, and atmospheric conditions

SUPERVISOR: Dwayne Waiters, Building Maintenance Supervisor

SALARY: Starting salary of \$16.78 per hour

APPLICATION: Applications will be accepted until the position is filled. Applications are available in the Administration office, and on the library website: <https://ilove.ebpl.org/sites/default/files/employment-application.pdf> . Send applications to Human Resources HR@ebpl.org

RECRUITMENT:

1. Internal Posting	5. LMxAC
2. ebpl.org	6. LibraryLinkNJ
3. Township Personnel	7. Indeed.com
4. EBTv	8. The Sentinel