



## Job Posting

### LIBRARY CUSTODIAN (PART-TIME)

#### WESTWOOD PUBLIC LIBRARY

The Westwood Public Library has an immediate opening for a part-time (28 hours/week) Library Custodian. The purpose of this position is to perform general custodial and interior and exterior maintenance work in connection with the care and upkeep of the main and branch libraries in Westwood.

Responsibilities include the following:

- Prepares meeting spaces for special library events including arranging tables, chairs, etc. Disassembles and stores equipment following library events.
- Transports books to and from the Branch and Main Library.
- Transports book donations to the Friends Room and assists with book sale set up and dismantling.
- Ensures that the public areas are clean, comfortable, and free of hazards.
- Performs preventative maintenance on buildings and grounds; hangs artwork; strips, waxes, vacuums and shampoos floors/carpets.
- Performs a variety of custodial functions including: cleaning and disinfecting restrooms; emptying trash containers and removing rubbish; processing recycling materials; dusting furniture and display cases, cleaning windows. Stores magazines and newspapers.
- Checks heating, ventilation and air-conditioning units for proper operation. Reports problems to Senior Library Custodian.
- Maintains lighting fixtures and makes adjustments to Encelium Lighting System when needed.
- Additional duties as assigned, e.g., may be asked to cover during vacation or sick absences, or assist with snow removal.

This is a part-time (28 hours per week), benefit-eligible position reporting to the Senior Library Custodian. **Scheduled hours are Monday through Thursday 3 pm – 9 pm; Friday 3 pm – 7 pm.**

Salary range is \$19.86 - \$24.80 per hour in ten steps.

To apply, please email cover letter and resume to Linda Unger at [lunger@townhall.westwood.ma.us](mailto:lunger@townhall.westwood.ma.us), or mail resume and cover letter to Linda Unger, Human Resources Department, Town of Westwood, 580 High Street, Westwood, MA 02090

**Application deadline** is August 24, 2018. Resumes will be reviewed as received.

Posted: August 3, 2018