



Job Posting

LIBRARY CUSTODIAN, WESTWOOD PUBLIC LIBRARY

The Westwood Public Library has an immediate opening for the role of Library Custodian. The purpose of this position is to perform general custodial, grounds keeping, 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:

- Ensures that the public areas are clean, comfortable, and free of hazards.
- Prepares meeting spaces for special library events including arranging tables, chairs, etc. Disassembles and stores equipment following library events.
- Performs preventative maintenance on buildings and grounds; hangs artwork; strips, waxes, vacuums and shampoos floors/carpets.
- Maintains grounds, including mowing lawns, pruning and watering shrubs, and raking/removing leaves. Removes snow and ice.
- 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.
- 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.
- 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.

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 \$19.47 - \$24.32/hour (as of July 1, 2017).

To apply, please email cover letter and resume to Linda Unger at 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 June 23, 2017. Resumes will be reviewed as received.

Posted: June 8, 2017