



Job Posting

PART-TIME CUSTODIAN WESTWOOD PUBLIC LIBRARY

The Westwood Public Library has an immediate opening for a weekend and substitute 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 HVAC units for proper operation. Reports problems to Senior Library Custodian.
- Maintains lighting fixtures and makes adjustments to Encelium Lighting System when needed.

Qualifications: High School diploma or GED; one year of experience in general custodial, carpentry, maintenance and grounds work preferred. Valid Massachusetts driver's license.

Scheduled hours: Saturdays: September - June from 9:45 a.m. – 5:15 p.m.; July & August 9:45 a.m. – 1:15 p.m.

Sundays: September – May from 1:45 p.m. – 5:15 p.m. (paid at time and one-half). The ideal candidate will be available to fill in occasionally during the week to cover for vacations, absences, etc.

Salary: This is a part-time, non-benefit, weekend position with a salary range of \$19.47 - \$24.32 per hour in ten steps.

To Apply: Email cover letter and resume to Linda Unger at lung@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 May 25, 2018. Resumes will be reviewed as received.