

THE SMITHTOWN LIBRARY

NOTICE OF AVAILABLE POSITION

- Date Posted:** March 23, 2021
- Position:** **Custodial Worker I – Part-Time (17.5 - 25 hours per week)** will include evenings and Saturdays, and periodic shifts between all buildings.
- Description of Duties:** Under the supervision of Library Director, Assistant Director or Building Heads, performs moderately heavy manual work cleaning Library buildings. The employee is responsible for a variety of housekeeping tasks and occasional minor maintenance during an assigned shift. Some assignments may require skills which are readily learned on the job. Many tasks assigned may be routine and repetitive, and once learned can be carried out without difficulty. Tasks include; checks bathrooms, paper goods, garbage pails, room setups and maintains as needed; may mop, wax, polish and strip floors; vacuums carpets; may dust and polish furniture, bookcases, paneling and light fixtures; may wash windows, walls and woodwork; may participate in special projects (i.e., more thorough cleaning, moving furniture, minor repairs); may perform painting; performs seasonal outside grounds maintenance tasks such as shoveling snow and grounds clean-up if necessary. Does related work as required.
- Salary:** Determined in accordance with the pertinent provisions of the current collective bargaining agreement currently in effect. Entry level salary is \$20.30 per hour.
- Contact:** If interested in applying for this position, please **email** a letter of application, your résumé and the shift availability chart to smithjob@smithlib.org no later than seven business days from the date of this posting.

Please type CUST WRK I PT and your last name in the subject line of the email.

THE DECISION OF THE LIBRARY DIRECTOR, SUBJECT TO APPROVAL OF THE LIBRARY BOARD OF TRUSTEES, WILL BE FINAL.

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Applicant Shift Availability Chart

Please denote which shifts you are available to work on a consistent basis.

Applicant Name _____ Date _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9:30am-2:30pm						X	X
2pm-6pm						X	X
5pm-9pm						X	X
9am-1pm	X	X	X	X	X		X
1pm-5pm	X	X	X	X	X		

Remarks: