



Facility Department - Custodian I
Part-Time, non-exempt, 18 hours/week

The Park Ridge Public Library is seeking a part-time Custodian to join our team. Candidates must have a positive attitude and work well in a team environment.

Position Summary:

Provide and maintain a safe, inviting and functional facility for the Library's patrons and staff.

Essential Job Duties and Responsibilities:

- Assists in maintaining appearance and operations of Library building and grounds
- Monitors patron activities by making regular rounds of Library to maintain and insure an atmosphere conducive to quiet study and prevent damage to the building, furniture or materials
- Performs the opening and closing procedure of the Library
- Regularly brings the collection book bin from the drive-by book drop to the Patron Services Department
- In winter, removes snow accumulations from walkways leading to the building and spreads salt
- Assists with program set-ups and ensures established safety recommendations are met
- Handles occasional cleaning or building problems
- Reports all identified safety and maintenance issues to the Facility Manager
- Assists outside contractors as directed
- Records and makes delivery of mail, boxes, etc. to various library departments
- May be asked to make repairs to the Library furniture, equipment and facilities
- Other duties as assigned by the supervisor, or necessary and proper to accomplish the forgoing

Qualifications:

- High School diploma or equivalent; training in building trade skills
- One year experience in custodial/maintenance field
- May require a valid driver's license and access to a personal vehicle

Working Conditions/Physical Requirements:

- Ability to lift, push, pull and carry heavy objects
- Ability to work on ladder or at heights above 10 ft
- Ability to handle minor cleaning or building problems
- Ability to walk, stand and climb stairs for sustained periods of time
- Ability to work in adverse weather conditions
- Other physical requirements : balancing, crawling, kneeling, visual and hearing accuracy

Schedule: Flexible schedule available, 18 hours per week guaranteed.

Salary: \$16.00 per hour

Application available at www.parkridgelibrary.org/employment
Submit application for employment and resume to John Priala, Facility Manager, at
jpriala@parkridgelibrary.org or by U.S. Mail:

Park Ridge Public Library
Attn: Business Office
20 S. Prospect Ave.
Park Ridge, IL 60068

The Park Ridge Public Library is an Equal Opportunity Employer and will make reasonable accommodations to disabled persons in performing their job responsibilities.