

Carrollton Public Library

Custodian/Maintenance Position

Job Posting August 5 - August 22, 2019

The Carrollton Public Library is accepting applications or resumes for custodian/maintenance staff for part time hourly employment. This position is scheduled for 10-15 hours per week and involves cleaning and routine maintenance to the library's building.

CARROLLTON PUBLIC LIBRARY JOB DESCRIPTION TITLE: Custodian/Maintenance

SUPERVISOR: Library Director and/or Assistant Director

CLASSIFICATION: Part Time up to 15 hours per week (780 hours per year); Non-Exempt (Hourly)

HOURLY RATE: \$10.00 an hour

STANDARD WORK HOURS: Preferred work schedule to be daily (Monday through Friday) when the library is closed and not open to patrons and traffic. Subject to change based on library programs and activities.

GENERAL SUMMARY: Perform cleaning and routine maintenance inside the library's building.

EDUCATION, QUALIFICATIONS, AND SKILLS REQUIRED:

- High School Diploma or GED; or any equivalent combination of experience and training which provides the required knowledge, skills, and ability
- Must have knowledge of cleaning practices and the supplies/equipment needed to perform these duties.
- Knowledge of routine "handyman" activities.
- Must have the ability to communicate effectively and deal tactfully and courteously with co-workers and the general public and be a team player.
- Experience in custodial work and building maintenance is preferred.
- Must have a valid Missouri drivers' license.
- Must be self-motivated and able to work without direct instruction.
- Must be able to keep detailed records of maintenance and repairs.
- Police record and driving record may be checked. Physical exam and drug test may be required.

PHYSICAL REQUIREMENTS:

- Must be in good physical condition; holds and grips objects; and is subject to prolonged periods of standing and/or walking.
- Lifts and carries up to 50 pounds, and pushes or pulls up to 100 pounds as required.
- Regularly required to stand, walk, bend, kneel, reach, climb, balance, and sit; required to talk and/or hear; vision and hearing at or correctable to a normal range.

Applicants who are not U.S. citizens must state their current visa and residency status. All final candidates may be required to successfully pass a criminal background check and/or alcohol/drug test prior to beginning employment. The Carrollton Public Library adheres to all federal, state, and local laws regarding equal employment opportunity.

Applications or resumes will be accepted from Monday, August 5, 2019 until Thursday, August 22nd at 5 pm. The application review begins immediately. Interested candidates should complete the library's application form or submit a resume to:

Carrollton Public Library
Attention: Sue Lightfoot, Director
One North Folger Street
Carrollton, MO 64633
660-542-0183

Email: director@carrolltonlibrary.com

Resumes and applications will be accepted by email.

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Job posted in house - Carrollton Public Library 8/5/19-8/22/19

Job posted Town of Carrollton City Hall 8/5/19-8/22/19

Library's website and Facebook page 8/5/19-8/22/19

Carrollton Democrat Newspaper published 8/14/19 & 8/22/19