

Job Posting

Position Title: Maintenance/Custodian, part-time, Support Services Department

Date posted: January 5, 2022

Application deadline: Open until filled

Description

Do you take pride in your work, have an eye for detail, have cleaning experience, and love to work with all kinds of people? Apply for this job if you are energetic – love going the extra mile – and if you want a job where every day is busy, and full of variety!

Essential Functions

- Perform varied tasks related to maintenance and cleaning of our 51,000 square foot building, such as cleaning restrooms, sweeping, mopping, trash and recycle collection, stocking supplies, assembling and arranging furniture, patching/painting walls, adjusting timers and clocks, changing light bulbs and filters, and more
- Shampooing of carpets and upholstered furniture
- Outside groundskeeping, such as daily watering, weeding, litter pick-up, and clearing sidewalks of snow and ice as needed
- Setting up meeting rooms
- Positive attitude and experience in delivering outstanding customer service

Skills & Abilities: friendly, helpful, and willing to help co-workers and customers; knowledgeable about cleaning procedures; motivated to work quickly with an eye for detail; basic computer and email skills; excellent workplace attendance, dependability, and willing to accept change; manual dexterity; physical strength and agility sufficient to perform routine manual tasks; work ethically; exhibit mature and creative problem solving; ability to adapt to unexpected custodial situations

Hours: 19 hours per week, including mornings, afternoons, evenings, and weekends. The hours of this position can be flexible and will change as departmental needs change.

Required Qualifications: Position requires a **High School diploma** or equivalent. Previous custodial and maintenance experience required. Must have a **valid driver's license** and safe driving record. Must clear required background check. Must be able to communicate appropriately with staff and customers. Must be able to perform in a fast-paced environment and be on your feet the entire shift. Must be able to safely lift 50 pounds.

Salary: \$14.81/hour

To Apply: Submit application and three professional references to:

Gayle Tucker, HR Manager

Bloomington Public Library

205 E. Olive St.

Bloomington, IL 61701

or

hr@bloomingtonlibrary.org

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