



**TOWN HALL
LIBRARY**

Town Hall Library Custodian Position

Start Date: January 3, 2022

Starting Wage: \$15.00 per hour/negotiable

Starting Hours: 10 per week/mornings before 9am desired

Town Hall Library is seeking a Custodian to join our Library Staff. General Duties Include:

Areas Covered: Cleaning required in all public and staff areas in the library interior, with seasonal attention to storage and outdoor areas. Furnace/Maintenance closets addressed on an as-needed basis.

Daily: Clean all bathrooms and bathroom floors. Vacuum carpets in high traffic areas near entries, service desks, behind service desks, McBroom Community Room and staff lunchroom. Wipe down all public tables, push in chairs and pick up trash. Check staff lounge/clean as needed. Clean glass in building as needed.

Weekly: Rotate vacuuming duties to include all carpeted areas in stacks, in the elevator and on stairs, including along baseboards. Wipe down railings in Lower Level. Dust ceilings/light fixtures as needed. Spot clean carpet stains. Replace bulbs. Dust surfaces and mop wood floors. Notify Supervisor when supplies need to be reordered. Take out recycling and garbage to the curb on Friday mornings.

Monthly: Polish wood throughout building. Dust window blinds and decorative wall hangings. Spot clean and vacuum fabric furniture.

Seasonal: remove debris from outside stairwells, clean windows as needed, clean McBroom Community Room cabinets.

General Plumbing/Painting/Carpentry: on an as-needed basis/as soon as possible to address concern.

General: Maintenance closets and storage areas should be organized, and inventory should be up to date. Custodial equipment should be cleaned, maintained and in good working order. Building security and patron/staff safety is first priority. Any lost or stolen keys should be immediately reported.

Supervision by Library Director/Assistant Library Director. Criminal Background Check Required.

A complete job description can be found on our website at www.townhallLibrary.org. Please send your letter of interest and application to Library Director Kaushalya Iyengar at kiyengar@townhall.lib.wi.us.