

CITY OF EAST PROVIDENCE EMPLOYMENT OPPORTUNITY



Custodian - Library Part Time 19 hours per week \$15/Hour – No Benefits

Job Description: Under the general direction of the Library Director, the Custodian performs routine building custodial duties, including light and heavy cleaning. Work is reviewed on a spot-check basis. On occasion, the employee may receive more specific instructions concerning a particular assignment and the work is reviewed for compliance with instructions. Currently, the Part-time Library Custodian's schedule includes three 4 or 5-hour afternoon/evening shifts and every Saturday 12-5pm. There is some flexibility within this schedule.

General Responsibilities: A Custodian performs the following, but is not limited to:

- Cleaning, stocking, and sanitizing restrooms.
- Emptying wastebaskets.
- Washing windows, glass doors, and mirrors.
- Sweeping, dusting, mopping, scrubbing, stripping, vacuuming, and waxing the floors and walls of halls, offices, and rooms.
- Moving furniture and other equipment.
- Setting up events.
- Cleaning sidewalks and picking up litter around the library.
- Clearing sidewalks of snow and ice.
- Providing minor repairs to buildings and equipment.
- Changing light bulbs.
- Maintaining a general watch over buildings and offices.
- Other duties as required.

Desirable Abilities, Knowledges, And Skills:

- Ability to understand and carry out simple oral and written instructions.
- Ability to use cleaning tools and operate cleaning equipment.
- Ability to work collaboratively with members of the public and other employees.
- Knowledge of modern building cleaning methods.
- Availability to work in emergencies.

Minimum Qualifications:

- Sufficient education or training to ensure ability to understand oral and written instructions.
- Experience maintaining or cleaning buildings or property.

Physical Requirements:

- Ability to lift objects weighing (50) fifty pounds.
- Ability to move heavy equipment or furniture.
- Sufficient strength to use hammers and wrenches for general maintenance.
- Ability to climb ladders and stairs.
- Successful candidates may be subject to a pre-employment physical exam.

Please apply online in ADP.

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&cclid=19000101_000001&type=JS&lang=en_US



Application must be submitted no later than Tuesday, November 21, 2023 by 4pm.

At the City of East Providence we celebrate the diversity of our citizenry, and are proud to encourage inclusiveness in our workforce. We do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER