

Custodian

Starting Salary: \$11/hour

Start Date: TBD

Hours: 32 hours/week

Schedule:

Monday – Friday Flexibility with schedule

Benefits: Paid professional training, educational reimbursement, vacation and sick time, mileage reimbursement, Health Insurance.

Supervisor: Maintenance Manager

Preferred Qualifications:

- Experienced custodial work
- Ability to lift 30 lbs.

Position Description:

- Responsible for cleaning the Preble County District Library Administration Building, Eaton Branch Library, Camden Branch Library, New Paris Branch Library, West Alexandria Branch Library, West Manchester Branch Library and West Elkton Branch Library on a rotating basis.

Job Duties:

- Pick-up and dispose trash and recycling
- Pick-up trash around the library buildings
- Dust, sweep, and/or dry mop
- Carpet spot clean as necessary
- Clean and sanitize restrooms
- Clean and sanitize kitchens
- Vacuum carpets and mats
- Spot wash walls
- Window cleaning
- Clean and sanitize desktops, computer stations, phones, copiers, etc.
- Inform Administrative Assistant of cleaning supply needs.
- Other custodial duties as assigned.

Preble County District Library is an Equal Opportunity Employer. American Libraries subscribe to the democratic American Library Association Bill of Rights, which emphasizes serving all people and all viewpoints.

Must be able to pass criminal background check.

Please send application to Director Lauren Robinson, laurenr@preblelibrary.org.