

Custodian | Handyperson

Summary

We are looking for a dependable person that can flex between two key roles: custodial and maintenance of facilities. Some maintenance duties include patching and painting, hanging objects, removing old technology equipment, upkeep with utilities such as lightbulb installations, and minor repairs to name a few. This role will ensure interior and exterior structural components such as outside lighting and waterfall features, are safe and in good condition. In addition to ongoing maintenance, we seek a valued member of our staff who loves our library as much as we do, and is willing, able and ready to make it sparkle. Custodial responsibilities include routine vacuuming, dusting, and sanitary maintenance using only the safest cleaning products for you, our staff and our patrons. You must be able to lift at least 50 lbs., be a self-starter, and have an eye for “what needs to be done”.

Essential Functions

- Maintain routine and exceptional cleaning of public areas, office areas, restrooms, and outside public areas
- Empty waste receptacles and recycling bins and ensure trash and recycling is brought to curbside
- Work directly with Program and Special Events Managers and Asst. Director to set up and break down for public programs and special events
- Work directly with the Asst. Director to complete a schedule of tasks associated with staff needs
- Coordinate “what needs to be done” with the Asst. Director and accomplish these repairs, updates etc. in a timely manner

Preferred Qualifications | Education | Experience

- High school diploma or GED certificate preferred
- Able to lift at least 50 lbs.
- Familiarity with basic hand tools
- Reliable transportation
- Flexible schedule that coordinates best with patron activity and library hours
- Mechanical aptitude with utility systems a plus+
- A desire to be part of the DFL team and demonstrate pride in our library by making our patron experience pleasurable

Hourly Rate:

\$18-\$20 pr. hour

Anticipated Hours:

- 20-25 hours per week (subject to change/flex)
- Work schedule to include Saturdays with flexibility throughout the week and TBD

Please send a letter of interest and current resume to Dr. Debra Lay, Assistant Director:

dlay@dfla.org

By Monday, February 6, 2023