



310 Tulip St
Liverpool, NY 13088

T 315.457-0310
F 315.457-3144

info@LPL.org
LPL.org

Part-Time Custodial Worker I

The Liverpool Public Library is seeking a motivated self-starter to serve as a part-time Custodial Worker 1. The successful candidate will be responsible for ensuring that the library is a clean, orderly, and safe facility for our community and staff. The Custodial Worker 1 performs cleaning tasks on a routine and scheduled basis, with attention to detail. This position reports to Craig Reitz, Facilities Coordinator.

What you will do:

- Clean public and staff restrooms, including toilets, floors, sinks, and counter surfaces
- Refill soap, toilet tissue, and paper towel containers. Monitor restroom supplies and restock as necessary.
- Collect and dispose of trash, rubbish, and paper. Adhere to library's recycling guidelines.
- Vacuum, scrub, mop, wax, sweep, and polish floors
- Use manual cleaning tools as needed
- Operate mechanized cleaning equipment, such as vacuum and mechanized floor cleaners
- Dust and polish furniture
- Wash windows, blinds, woodwork, and fixtures
- Clean and wash various high areas such as ceiling light fixtures and room ventilation apparatus
- Change light bulbs and make minor adjustments to light fixtures
- Change filters on HVAC equipment
- Load and unload delivery trucks, transport supplies to proper areas of the library, and assist in the handling of bulky or heavy items
- Move desks, chairs, and other furniture and equipment from place to place as directed
- Prepare meeting rooms and building facilities for library programs, activities, and special events
- Assist in the maintenance of library exterior and grounds by washing outside windows and keeping property free from trash and refuse.
- Cut grass, rake leaves, and maintain landscaped areas
- Clear snow, salt sidewalks, driveway, and parking areas
- Open and close the building as needed; collaborate with security staff at closing
- Other duties as needed

Who you are:

- You have a demonstrated working knowledge of the methods, materials, and equipment commonly used in custodial work
- You understand and can follow oral and written instructions
- You pay attention to detail
- You take pride in your work
- Your physical condition is commensurate with the demands of custodial work
- You value diversity and inclusion