

MASSILLON PUBLIC LIBRARY POSITION DESCRIPTION

The Massillon Public Library is looking to hire for the position of Custodian/Delivery.

POSITION DETAILS:

Position Title:	Custodian-Delivery
Reports To:	Facilities Manager
Hours:	24 hours per week—part time
Position Type:	Non-exempt, hourly

PURPOSE:

- To maintain the building and grounds in an attractive and safe manner in order to enhance the experience of the patrons.
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QUALIFICATIONS:

- A high school diploma or GED equivalent required
 - Previous experience in building maintenance preferred
 - Valid Ohio driver's license and good driving record required
 - Reliable transportation to use when library van is not available is required
 - Proof of auto liability insurance required
 - Must be available for weekends
 - Must have acceptable results on a criminal background check
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ESSENTIAL FUNCTIONS:

- Make daily deliveries to Belloni Branch and to Askren Branch, assist Outreach department with Reachout and Homebound deliveries, run errands as needed
- Keep building in clean and orderly condition, performing heavy cleaning duties including but not limited to: operating motor driven cleaning equipment, sweeping and mopping floors, washing windows, cleaning and sanitizing restrooms, and emptying trash receptacles
- Assist with interior and exterior painting
- Maintain parking lots, sidewalks, and steps to keep these safe for staff and public
- Assist with cleaning bookmobile
- Assist with special projects including assembly, installation, and removal of bookshelves, furniture, etc.
- Set up and take down tables and chairs for library programs and meetings
- Operate various motorized maintenance equipment and tools, including hand held power tools and grounds maintenance and snow removal equipment
- Perform lawn and garden duties such as mowing, trimming, weeding, and fertilizing
- Empty bookdrop
- Handle and assist with heating and cooling systems and other building repairs
- Follow appropriate cash handling procedures
- Handle physical aspects of position which include, but are not limited to: lifting, driving, and climbing/descending steps, ladders, and extension ladders
- Attend appropriate meetings and workshops
- Perform other duties as assigned by supervisor

NOTE: This position description states the nature and level of assignments normally given in this position; its list of tasks is not exhaustive.

SCHEDULE:

- To be determined by the supervisor

HOW TO APPLY:

To apply for this position, download an application from:

- Please submit the completed application, a cover letter, and resume by mail to:
Mardea Harden, HR Generalist
Massillon Public Library
208 Lincoln Way East
Massillon, OH 44646
- The documents may also be scanned and submitted as email attachments to: hardenma@massillonlibrary.org
- Deadline for application: 2-26-20

EQUAL OPPORTUNITY EMPLOYER