



Part Time /Substitute Custodian

Our PT/Sub Custodian is on call to perform custodial duties during the Vacations, Leaves, and other absences of our regular Full Time Custodian and Head Custodian, approximately 70 days per year, typically in 4-hour shifts Mon-Thurs evenings, and 4 to 8 hour shifts on Saturday mornings/afternoons.

DUTIES: Sweeps, mops, and vacuums floors and stairs; Dusts woodwork, furniture, and other equipment; Washes windows, walls, sinks, bathrooms, and other fixtures; Cleans and polishes furniture and tile; Empties waste baskets, collects and disposes of rubbish; Operates an oil or gas-fired heating system and a decorative wood-burning fireplace; Accesses security camera footage; Mows lawn, trims shrubs, rakes leaves, and performs a variety of other grounds keeping tasks; Shovels, snowblows, and salts walkways during winter months; Runs errands, delivers supplies and equipment; Arranges chairs, tables, and other equipment for public meetings and library programs; Prepares and maintains a variety of simple records and reports; Sanitizes frequently-touched surfaces; Reads assigned email and staff blog on assigned computer.

WAGES: starting at \$16.50/hour for minimally-qualified candidate; negotiable upward for better-qualified candidate, as measured by prior experience and superior recommendations.

QUALIFICATIONS: One year of building cleaning and maintenance experience or one year of experience in any of the standard mechanical or construction trades, and completion of a standard grade school; OR any equivalent combination of training and experience.

HOURS: on call to sub, generally Mon-Thurs evenings in 4 hour shifts, and Saturday mornings or afternoons in 4-8 hours shifts.

PROMOTION: Rapid promotion from Part Time (Sub), to Full Time Custodian is possible for the interested, qualified candidate. The Full Time positions feature outstanding benefits packages, including comprehensive, zero-deductible healthcare plans. Please inquire for details.

TO APPLY: contact Library Director Beth Paine with inquiries at 585-343-9550 x 7; or complete and return the attached Genesee County Civil Service Application to the Richmond Memorial Library, or by email to bpaine@nioga.org.

19 Ross Street • Batavia, NY 14020
www.batavialibrary.org
585-343-9550