

**Bemidji Public Library**  
**509 America Avenue NW**  
**Bemidji MN 56601**  
**218 751-3963**



**Title: Custodian II, 25 hours per week**

**Job Summary:** Position is responsible for building maintenance, monitoring HVAC systems, cleans & maintains all interior areas and selected exterior areas of facility. The person works in accordance with Kitchigami Regional Library policies, procedures, goals and in cooperation with the City of Bemidji Public Works Department.

**Requirements**

**Education:** A high school degree or equivalent ; a certified, current boiler's license, classification "Special" will be considered a plus, but not required

**Experience:** Minimum one-year job-related experience

**Skills and Qualifications:**

- Be reliable, use good judgment, be a self-starter, be organized
- The ability to:
  - work independently as well as cooperatively with other people
  - develop procedures, organize work, communicate clearly (spoken and written)
  - perform physical tasks as required by specific work situations, including but not limited to heavy lifting, climbing ladders, moving furniture, clearing snow from the sidewalks around entrances
  - pay attention to detail
  - use hand and power tools

**Responsible for:** Volunteers and special program workers as assigned by Branch Manager

**Responsible to:** Supervised by the Branch Manager, working in cooperation with other staff members and volunteers,

**Responsibilities:** Include but are not limited to:

- monitoring the HVAC systems
- working with vendors and contractors
- maintaining the interior of the library building such as furniture, equipment and shelves
- cleaning windows, floors, bathrooms, furniture ; emptying trash and recycling ; and other daily housekeeping duties
- maintaining accurate and detailed records of all building supplies and equipment
- other duties as assigned.

**Schedule:** Five (5) hours per day, five days each week, which includes every other Saturday, and possibly evening shift(s). Some schedule changes will be made for projects and seasonal tasks such as snow removal. The Bemidji Public Library schedule of hours open to the public is year round Mondays through Saturdays. Regional staff meeting attendance in various locations as required.

**Salary and Benefits:**

- Starting salary is \$10.74 per hour
- Pro-rated paid vacation and paid sick leave
- Covered by Worker's Compensation and Unemployment Compensation, Social Security, PERA
- Probationary period 12 weeks

**Apply by Saturday February 13, 2010 to:**

**Branch Manager, Bemidji Public Library, 509 America Ave., Bemidji, MN 56601**