

KITCHIGAMI REGIONAL LIBRARY
POSITION VACANCY

I. POSITION TITLE

Custodian I, Pine River Public Library
Part-time, maximum of three hours per week,
at a time when the library is not open for service.
Position available: August 1, 2010

II. POSITION DESCRIPTION

Performs custodial functions; responsible for maintaining interior of library building, including but not limited to cleaning windows, floors, furniture, equipment and shelves, vacuuming, mopping, cleaning restrooms and general housekeeping duties. (Major building repairs and maintenance are responsibilities of the City of Pine River.)

III. Qualifications

High school diploma or equivalency certificate is required. Ability to work without direction and without direct supervision. Must be reliable, cooperative and use good judgment.

IV. Salary and Benefits

\$8.33 per hour. No vacation or sick leave benefits. One paid holiday: Birthday. Covered by Workers' Compensation, Social Security. Probationary period of 12 weeks.

V. Application Procedure

Application forms and the job description are available at all agencies of the Kitchigami Regional Library. Applications will only be accepted at
Pine River Public Library
212 Park Ave.
P.O. Box 14
Pine River, Minnesota 56474
through July 30, 2010.

Interviews will be held at the Pine River Public Library. Only applicants meeting the requirements specified will be considered for interviews and not all applicants will be interviewed.

CUSTODIAL DUTIES

WEEKLY

- Water plants.
- Clean bathrooms (stool, sink, mirror).
 - Fill towel dispensers; put extra toilet paper on shelf
- Sweep and mop all tile floors
- Clean and sanitize phones
- Vacuum carpeted floors
- Clean glass on doors
- Dust and wipe off computer screens.
- Wash all tables (computer, front desk, lounge tables) and dry.

Do these at least once a month.

- Dust shelves.
- Vacuum meeting room
- Dust door frames, high, low dust, furniture, mini-blinds and pictures.
- Wash off light switch over plates.
- Spot clean walls.
- Shop for supplies.
- Wash rags (at home?)