



## **Custodian (Maintainer I) - FT**

The Library currently seeks a **Custodian (Maintainer I)**. The Maintainer I position supports Hartford Public Library's mission & core values and is responsible for ensuring the highest level of custodial services is provided to employees and patrons by maintaining clean and orderly facilities. This position is responsible for day-to-day cleaning of the library. Maintains and organizes cleaning supplies, and submits requests for purchases of said supplies, in a timely fashion. Performs other duties as detailed and assigned.

### **RESPONSIBILITIES INCLUDE:**

#### **Housekeeping**

- Performs custodial/housekeeping duties. Cleaning and sanitizing areas of the building.
- Maintain a clean building free of hazards to staff, patrons, and equipment.
- Organize and secure all cleaning supplies, tools, and equipment.
- Inform Facility Manager and staff of any specific maintenance issues in need of attention.
- Create and submit supply purchase lists to appropriate staff in a timely manner. Vacuum all areas daily with special attention to high traffic areas.
- Dust mop and wet mop all hard-surface floors in restrooms, children's room, kitchen areas, lobby, staff lounge, main stairway, emergency stairwells, and program rooms regularly. Clean and stock all restrooms daily, including cleaning and sanitizing sinks, toilets, countertops, floors, walls, mirrors, dispensers, doors and handles, and infant changing tables.
- Remove all trash and recyclables on a daily basis.
- Occasionally move furniture as needed.
- Clean kitchen countertops, cabinet faces, walls, microwaves, refrigerators, and sinks. Dishes are the responsibility of staff.
- Wash down and sanitize library tables, countertops, circulation work surfaces daily, including children's room, room craft tables, countertop, and sink.
- Clean and dust shelving, circulation desks, window sills and seats, wood surfaces and ledges, and remove any marks on walls, surfaces, or furniture.
- Clean interior and exterior glass doors and vestibules daily. Clean all doors and door handles of fingerprints, paint and debris.
- Clean and maintain entryways.
- Clean and maintain elevator, including door surfaces and button pads. Spot clean furniture as needed.
- Keep accurate record of hours worked through appropriate databases.
- Communicates regularly with Facility Manager and Director and/or appropriate staff as needed.
- Opens and closes library building according to security procedures.
- Perform grounds care by removal of trash daily including snow removal as needed
- Perform light plumbing as needed, including unclogging toilets and sinks.
- Must learn about all building mechanical and non-mechanical systems in order to assist vendors with location when in the building for work.

## **Education and Experience/Qualifications**

- High School Diploma or GED required.
- Previous janitorial and maintenance experience is preferred.
- Excellent interpersonal and communication skills.
- Must have the ability to interact with internal and external customers in a professional manner.
- Strong commitment with working within a team environment as required.
- Ability to work independently.
- Ability to meet flexible work schedule, including evenings and weekends.
- Must have the ability to read and understand OSHA guidelines and other facilities related data such as MSDA sheets, equipment safety data plates, fuel/chemical flash points, etc.
- Basic Microsoft and Outlook skills.
- Must be licensed to operate motor vehicles.

## **Physical Demands / Work Environment**

- Ability to continuously bend, twist, stoop, reach and pull.
- Ability to keep composure in everyday, potentially stressful situations.
- Ability to meet a flexible work schedule, including evenings and weekends.
- Able to walk, sit and stand for extended periods.
- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

## **What we offer employees:**

Hartford Public Library offers robust benefits you won't find at other nonprofit organizations through a unique partnership with the City of Hartford. This includes:

- MERF Pension Plan with employer contribution
- Health Care, Dental, Pharmacy benefits
- Life Insurance
- Long Term Disability Insurance
- Mental health support through the Employee Assistance Program
- Tuition reimbursement program
- Paid professional development, continuing education and staff engagement opportunities
- Commitment to, and active plan of, diversity, equity, and inclusion work including implementation of the staff-led DEI Road Map.

## **What we offer the community:**

The Hartford Public Library is a national leader in redefining urban public libraries in the 21st century as innovative, stimulating and engaging spaces where people can learn and discover, explore their passions and find a rich array of resources that contribute to a full life.

We are an integral part of the Hartford community and offer programs for all our citizens. With 7 locations and robust outreach services, we are here for Hartford. Our programs include:

- The American Place, which offers a variety of free services to welcome immigrants and refugees including English Language Learning, Citizenship preparation and civic engagement
- Digital Library Lab
- Hartford History Center
- HPL Studios
- YOUmedia teen spaces
- Baby Grand Jazz, a free series of Jazz performances open to everyone
- Summer Learning
- Leap into Learning - Early Literacy
- Adult education classes and support
- Career Certification, GED
- Technology training and digital literacy
- Library of Things
- Robust print, electronic, audio and video collections · And so much more!

**To Apply:** Please email resume and cover letter to [hpljobs@hplct.org](mailto:hpljobs@hplct.org) and reference **Custodian/Maintainer I Full Time** in the subject line of your email.

In light of the ongoing COVID-19 pandemic, the Hartford Public Library strongly recommends and encourages all newly hired employees to receive vaccinations. Vaccinations have proven to be an effective measure in preventing the spread of the virus and protecting individuals from severe illness. We are committed to safeguarding our workplace and community. While COVID-19 vaccinations are recommended, they are not required at this time.

**Appointment Rate (FT):** \$16.90 hourly/ \$32,968.52 annually

**Hartford Public Library is an Equal Opportunity Employer.**