

OPEN POSITION

Custodian-Part-Time

The Great Neck Library is seeking an energetic individual to perform general cleaning, normal maintenance and upkeep of our buildings and grounds.

Duties and Responsibilities include:

- Maintenance, safety and cleanliness of buildings and grounds
- Maintenance of mechanical systems (HVAC, plumbing, electric, etc.)
- Maintenance of Library van and other equipment
- Transfer of materials and supplies between Main Library and three Branches
- Complete event set up and takedown for a wide variety of library programs.
- Position involves standing, sitting, lifting, bending, reaching, stooping, climbing, shoveling, twisting, pulling, pushing and ability to climb stairs
- Required to be onsite for all storm clean up
- Maintains inventory and submits written requests for supplies.
- Monitoring and operating heating, ventilation, and air conditioning (HVAC) systems
- Report and respond to emergencies related to facilities and determine appropriate response
- Notifies manager regarding the need for repairs of all facilities matters
- Other duties as assigned

Qualifications & Experience Required:

- Working knowledge of cleaning methods, materials, equipment, simple repair skills in plumbing, carpentry and electrical
- Knowledge of occupational hazards safety rules
- Excellent communication skills and computer literate
- Ability to lift objects up to 75 lbs.
- Ability to climb ladders and work on standard A- Frame and extension ladders
- Valid NYS Driver's License with clean driving record is required.
- A high school diploma or GED

Schedule:

Part Time 25hrs/week includes nights and weekends
Sundays on a voluntary basis. Overtime as required.

Starting Salary Range:

Per Hour: \$17.60-\$24.50 commensurate with experience and qualifications

This is a Union position and is non-civil service. We are a participating employer in the New York State & Local Retirement System

**Reply with resume, cover letter, references and completed GNL employment application
(found here - <https://greatnecklibrary.org/employment/>)**

Great Neck Library
159 Bayview Ave.
Great Neck, NY 11023

employment@greatnecklibrary.org

The Great Neck Library is an Equal Opportunity Employer.



Scan the QR code for more information on employment at GNL,
or visit greatnecklibrary.org/employment