

Town of Charlton Library Seeks a Custodian

The Town of Charlton seeks to fill a Custodian position at the Library. Provides support to library service programs and meeting room groups. Under the general direction of the Library Director or his/her designee, the Custodian is responsible for performing custodial, maintenance, project, and grounds keeping work. Performs custodial and maintenance functions under limited instructions and with judgment required as to methods or procedures. This position is benefited at 35 hours per week. Hours are Monday – Friday 3:30pm-11:00pm.

RECOMMENDED QUALIFICATIONS

- High School diploma or equivalent.
- Valid MA Class D Motor Vehicle License.
- General knowledge of cleaning materials, methods, and equipment.
- Mechanical knowledge of building construction and safety such as fire alarm inspections and ADA.
- Basic knowledge of trades including carpentry helpful.
- Ability to understand and follow oral instructions.
- Ability to follow all applicable safety regulations and town procedures.
- Ability to work independently
- Ability to assist in repair projects as needed.
- Ability to effectively communicate verbally and to maintain positive public relations with employees and the public.
- Ability to lift up to 50 lbs

Hiring Range: \$16.00 to \$18.00 hourly, dependent on qualifications.

Internal/External Applicants: To be considered for this vacancy, please submit the required *Application for Employment*, found at www.townofcharlton.net. Applications can be emailed to Lynn.Dyer@townofcharlton.net. Position will remain open until filled. You may also include a cover letter and resume; however, the Application for Employment is required. Applications will also be accepted via walk-in or mail at: Town Hall, Human Resources Department, 37 Main Street, Charlton, MA 01507. *The Town of Charlton is an equal opportunity employer and encourages diversity.*

