

Custodial Worker

Job Summary:

We are seeking a reliable and detail-oriented Custodial Worker/s to join our team. This role involves performing a variety of cleaning and maintenance duties to ensure a safe and pleasant environment for employees and visitors.

This is routine and repetitive manual work calling for the efficient and economical performance of building cleaning and occasional minor maintenance tasks. Cleaning tasks are performed according to a well-established procedure, and maintenance tasks are performed under direct supervision and are received from the supervisor.

Duties:

- Sweeps and mops floors and stairs
- Vacuum carpets and rugs thoroughly
- Dust and wipe down desks, woodwork, furniture and other equipment
- Clean glass surfaces and windows
- Disinfect heavy traffic surfaces regularly
- Empties trash cans and recycling bins, disposes waste to designated disposal areas
- Clears snow and ice from walks
- May mow lawns, trim shrubs, rake leaves and perform a variety of other ground-keeping tasks as assigned
- Deliver packages and messages
- Place and remove traffic safety signs
- Arrange chairs and tables and other equipment for special use of administration building
- Promptly report any maintenance issues, damage or safety hazards to the supervisor
- Monitor and maintain inventory of cleaning supplies and notify supervisor when supplies are low
- Performs other duties as assigned

Skills and Abilities:

Working knowledge of building cleaning practices, supplies and equipment

Ability to follow simple oral and written instructions

Ability to operate standard cleaning equipment

Communicate effectively with supervisor and team members

Work independently and as part of a team

Physical requirements:

Good physical stamina and ability to perform repetitive tasks

Ability to lift and carry up to 50 pounds occasionally

Ability to push and pull carts and equipment

To Apply:

Please submit a cover letter, and resume to Alison Rodrigues- Jadav at jadava@guilderlandlibrary.org

Employment at the Guilderland Public Library is governed by Albany County Civil Service. There is no current list or exam for this title.

Job Type: Full-time / Part -time

Salary: \$19.29 per hour

Expected hours:

Full time 37.5 hours per week, Eligible for benefits

Part time 20-22per week, Not eligible for benefits

Afternoon / Evening Shifts

Rotating schedule, Rotating weekend hours

Benefits:

- Employee assistance program
- Flexible spending account
- Health insurance

- Paid time off
- NYS Retirement plan
- CSEA Union Membership

Ability to Relocate:

- Guilderland, NY 12084: Relocate before starting work (Required)

Ability to Commute:

- Guilderland, NY 12084 (Required)

Work Location: In person