



CITY OF MELROSE

Human Resources

Title: Municipal Custodian Assistant, Part-time, Melrose Public Library
Supervisor: Facilities Manager, Public Works
Status: Hourly, 8-20 hours per week, \$18/hour, non-union, not benefit eligible.
Hours are: Saturday 8-10am, and 3:30-5:30pm. Sunday 12noon-2pm, and 3:30-5:30pm.
Occasional and optional week day shifts, flexible hours. Hours may be subject to change.

Summary: The Melrose Public Library provides services to residents of Melrose and surrounding communities and assists in providing a well-maintained and safe environment for all patrons. The Library is open seven days a week (September –June) for a total of 61 hours per week with a circulation of over 250,000 items. Custodial Assistants maintain the cleanliness and security of the library building and interact in a positive, respectful manner with members of the public and other library personnel, and helps to promote the Library's over-arching goal of excellent customer service.

Duties: Typical duties performed are cleaning, dusting, sweeping, washing, changing light bulbs, removing snow and ice, caring for custodial equipment, emptying wastebaskets and recycling bins, putting trash barrels and recycling barrels at the curb, and operating heating and ventilating systems, informing the Senior Custodian about needed supplies, emptying outdoor book drop daily and preparing rooms for a variety of programs set up and take down; may require multiple setups throughout a single day. The Custodian Assistant also securely closes the Library at the end of the day.

Qualifications:

- Criminal Offender Record Information (CORI) check as part of a general background check for employment.
- High school diploma or GED desirable.
- Demonstrated experience in custodial services preferred.
- Ability to read, write and follow directions and to read and follow instructions on the labels of chemical supplies.
- Regular and Reliable Attendance.
- Ability to provide excellent customer service and interact well with patrons and fellow employees.
- Ability to work independently.
- Excellent Attention to details

Physical Requirements: Manual use of cleaning equipment and supplies, vacuum cleaner, broom, shovels. Employee must be able to lift up to 30 pounds. Depth, color, peripheral and distance vision routinely required. Occasional need to climb, balance, stoop, kneel or crouch. Frequently required to sit, talk, see or hear, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. Ability to operate ladders, snow blowers, and other machinery and tools. Ability to use small hand tools for occasional repairs.