

**North Canton Public Library  
Custodian I – Maintenance Department**

Are you craving **flexibility**, **variety**, and a **fulfilling job** that will give you an opportunity to see many different facets of library work? Then come **explore** your future career with us at the North Canton Public Library where we are committed to supporting our community and each other in our mission to provide access to materials, programs, and services which **support lifelong learning and enjoyment for all!** At the North Canton Public Library, we value co-operative relationships among our co-workers, and treat one another with kindness, compassion, and respect. We recognize that we are better together, and leave room to experience joy in our work and with our co-workers. You won't want to miss this opportunity to join an organization that is **welcoming**, **vibrant**, **flexible**, and **inclusive!**

**Job Title:** Custodian I – Maintenance Department

**Education:** High School Diploma

**Hours:** Variable Part Time: 18 hours/week, including evening and weekend hours

**Salary:** \$10.77 per hour

**Immediate Supervisor:** Library Services Manager

Due to an upcoming retirement, the North Canton Public Library is looking for a motivated, detail-oriented individual to assume the position of Custodian I in its Maintenance Department. The successful applicant must be dedicated to (1) ensuring that the Library is clean, safe, and overall well-maintained, and (2) participating as a team player to enhance the Library's work culture of kindness, respect, and integrity among staff.

**Responsibilities:**

- Reports to work promptly, regularly, and according to schedule, and informs manager of any needed schedule changes or adjustments
- Performs daily cleaning and maintenance tasks for the library which includes (but is not limited to) frequent and consistent up-keep of public and staff restrooms and common areas, maintaining deep cleaning routines throughout the library as necessary or assigned, and light maintenance or repairs as needed or assigned
- Assists or performs closing and/or opening procedures of the building
- Monitors the building and grounds for maintenance, safety and up-keep, and alerts the Library Services Manager or Custodian II of needs and concerns
- Maintains high safety standards and complies with safety rules and regulations
- Assists staff with heavy tasks, maintenance needs, clean-ups and emergencies as requested
- Performs other duties as required to facilitate the best possible service to the public and staff

**Qualifications and Requirements:**

Ability to work independently and multitask. Ability to perform routine maintenance tasks and repairs. Ability to operate power tools and equipment. Ability to use and understand technology. Ability to understand how systems within the building function. Ability to analyze needs and situations and make decisions. Ability to work with others and to promote good staff and community relations. Ability to follow verbal and written instructions. Ability and willingness to follow and enforce library procedures and policies. Must be able to lift and carry, push and/or pull 80 pounds, bend and reach. Must be able to communicate effectively in English, both orally and in writing. Must have current valid Ohio driver's license.

*The preceding statements provide an overview of the job responsibilities and shall not be construed as an all-inclusive statement of duties, responsibilities, or requirements. It does not limit or modify the right of any supervisor to assign, direct, or control the work of employees under his/her supervision. Additional related duties may be assigned.*

**Applications will be accepted until the position is filled. Please submit a letter of interest, resume including three reference contacts, and a completed [job application](#) to Kayla Moles, HR Specialist/Deputy Fiscal Officer: [kmoles@northcantonlibrary.org](mailto:kmoles@northcantonlibrary.org)**