



North Canton Public Library
Custodian I – Maintenance Department

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 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.

Job Title: Custodian I – Maintenance Department

Education: High School Diploma

Hours: Part Time: 20 hours/week, including evening and weekend hours

Salary: \$10.77 per hour

Immediate Supervisor: Library Services Manager

Responsibilities:

- Reports to work promptly, regularly, and according to schedule, and informs manager of any needed schedule changes or adjustments
- Performs daily maintenance tasks for the library which includes (but is not limited to) ensuring all trash has been removed, assisting with set-up and tear down of meeting rooms, assists with maintenance or repairs as necessary, and cleaning duties as needed or assigned
- Performs frequent and consistent up-keep of public and staff restrooms and common areas
- 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