



TOWN OF GILFORD
OFFICE OF THE TOWN ADMINISTRATOR
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HELP WANTED

LIBRARY CUSTODIAN

The Town of Gilford is accepting applications for a part-time custodial position to work 25 hours per week at the Gilford Public Library. Duties include: daily cleaning, disinfecting, sweeping, washing, vacuuming, dusting, polishing, shoveling snow, emptying trash, etc. Applicants must be able to successfully pass a physical examination and criminal background check. Familiarity with building maintenance techniques and attention to detail are required. The Town is seeking a candidate who has a proven record of outstanding job performance and the ability to work independently while also being a team player. The ideal candidate will have a minimum of 2 years experience performing janitorial services in a commercial setting.

Starting wage rate \$11.50-\$12.50 DOQE. Benefits include paid vacations, holidays and sick leave, but no paid health or dental insurance are being offered. Works hours are negotiable.

A letter of interest with a statement of qualifications or a completed Town of Gilford application form may be submitted to the Head Custodian, 55 Cherry Valley Road, Gilford, NH 03249. Applications will be accepted until the positions are filled. EOE.

TOWN OF GILFORD, NH
JOB DESCRIPTION FOR LIBRARY CUSTODIAN



JOB SUMMARY

Performs routine building and grounds custodial cleaning and maintenance work at the Gilford Public Library; performs emergency minor repairs on equipment and facilities repair work when necessary.

SUPERVISION RECEIVED

Works under the direct supervision of the Building & Grounds Superintendent who assigns areas of responsibility, outlines policy, reviews work in progress and/or completion and provides instructions as necessary. Works under the general supervision of the Library Director and Public Works Director. Duties are performed according to established and specific procedures.

SUPERVISION EXERCISED

May provide general and/or direct supervision to seasonal employees.

EXAMPLES OF DUTIES PERFORMED

(Any one item listed may not include all of the duties necessary to perform the task, nor do the listed examples include all duties which may be found in positions of this class)

1. Daily Tasks
 - (a) Inspect, clean, and disinfect all (4) bathrooms, (1) kitchenette behind the main circulation desk & (1) kitchen on the lower level; to include: sweeping & washing floors; replenish paper dispensers; replenish soap dispensers; wash & disinfect walls, step stools, diaper changing stations, mirrors, soap dispensers, sinks, faucets, stall dividers, toilets, urinals, appliances (fridge, microwave, stove top, oven, & dishwasher), and stainless steel surfaces; empty all interior trash receptacles, women's sanitary boxes, and diaper genies.
 - (b) Inspect and clean floors; to include: sweeping, dust mopping and washing of non-carpeted surfaces in the entry ways, stairwells, and first floor meeting room; carpets are to be cleaned of any debris or stains as needed.
 - (c) Inspect and clean walls; to include the removal of any unauthorized markings; all railings must be disinfected; all door hardware must be polished; fingerprints and other stains are to be removed from all door surfaces and glass cleaned.
 - (d) Inspect and clean desks, tables, benches, and chairs; to include wiping down all surfaces, removing gum or foreign objects, and erasing any marks as needed.
 - (e) Inspect and clean book shelves; to include removal of foreign objects, dust, fingerprints, smudges, etc.

- (f) Inspect and clean computer terminals; to include: display screens, keyboards, mice, and processors.
- (g) Inspect and clean upholstered furniture as needed.
- (h) Wash and disinfect drinking fountain.
- (i) Clean teen room floors, windows, walls, and furniture as needed.
- (j) Routine inspections to include reporting of malfunctioning light bulbs, safety defects, broken objects, alarms, plumbing leaks, or any hazards that may be observed to assigned DPW/Library personnel.
- (k) There are (19) trash receptacles on the top floor and (15) trash receptacles on the bottom floor to be emptied daily- trash collected shall be disposed in dumpster; all trash containers are to be wiped clean as needed. Recyclable container in technology room needs to be emptied daily.
- (l) A security inspection shall be performed at the time of departure, to include a check of all doors and windows and re-activation of the alarm system.
- (m) Set-up meeting rooms (put up/take down chairs and tables) and other areas as needed.

2. Bi-Weekly Tasks (Twice a Week)

- (a) Vacuum all carpets and air vents.
- (b) Clean elevator; wipe down walls & railings, vacuum carpet, polish stainless steel surfaces.
- (c) Wash interior windows so that each floor is done every other week. (Example: Tuesday of week 1 wash 50% of 1st floor windows; Thursday of week 1 wash remaining 50% of 1st floor windows; Tuesday of week 2 wash 50% of 2nd floor windows, Thursday of week 2 wash remaining 50% of 2nd floor windows.)
- (d) Wipe & disinfect toys in Children's Room.
- (e) Dust & polish all surfaces; including the main circulation counter & children's library circulation counter, shelves, other counter tops, workstations, tables, computer screens, desks, chairs, fireplace glass, and cabinets.
- (f) Empty recycling bins to include removal of rubbish and compiling all recyclable products in a designated location for removal by DPW staff. [There are (6) recycling bins on the top floor and (4) recycling bins on the bottom floor.]

3. Semi-Weekly Tasks (Twice a Month)
 - (a) High dust light fixtures, upper window sills, fanlight windows above doors, tops of book shelves, and exposed truss beams; remove all cobwebs.
 - (b) Wipe and sanitize telephones & office equipment (printers, fax machine, copy machine, etc.).
 - (c) Wipe and sanitize water dispensers and water cooler bottles.
4. Monthly Tasks (First Week of Each Month)
 - (a) Dust wall art, display pieces, and artifacts throughout Library, including dedicated rooms.
 - (b) Apply wax and machine buff lower floor meeting room (composite wooden floor).
 - (c) Refill aerosol dispensers and replace batteries.
5. Seasonal Tasks (As Needed)
 - (a) Strip wax, apply fresh coat of wax and machine buff lower floor meeting room (composite wooden floor) – once a year.
 - (b) Re-set clocks and change batteries – twice a year.
 - (c) Shampoo carpets – once a year and as needed.
 - (d) Clear snow, sand, leaves and debris from walkways and roofs; apply sand and snow melt as needed.
6. Performs other duties, including grounds maintenance and assisting with maintenance at other Town buildings and grounds as may be required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Some knowledge of methods, materials and equipment used in custodial and grounds maintenance work. Ability to perform minor carpentry, masonry and plumbing repairs and recognize need for repairs. Ability to operate and perform minor servicing on light power equipment. Ability to follow written and oral instructions using the English language. Ability to establish and maintain effective working relationships with other employees, departments and the general public.

MINIMUM QUALIFICATIONS REQUIRED

Graduation from high school or Technical school or equivalent. At least one (1) year of experience performing laboring or building maintenance work; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

Continuous physical effort required in performing duties requiring walking, standing, lifting cleaning materials and equipment while performing work under conditions similar to best shop conditions on inside work and exposure to adverse weather for outside duties with some disagreeable factors in both situations such as dust, dirt, heat, cold, snow, rain and sun.

PHYSICAL REQUIREMENTS

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| • Lift up to 50 lbs.: | Frequently required |
| • Lift over 50 lbs.: | Occasionally required |
| • Carry up to 25 lbs.: | Routinely required |
| • Carry over 25 lbs.: | Occasionally required |
| • Reach above shoulder height: | Routinely required |
| • Reach at shoulder height: | Routinely required |
| • Reach below shoulder height: | Routinely required |
| • Push / pull: | Routinely required |
| • Hand Manipulation: (grasping, handling, fingering) | Routinely required |
| • Other physical considerations: (twisting and bending) | Routinely required |
| • Kneeling & crouching: | Routinely required |

Equipment used: Vacuum cleaners, floor buffers, mops, snow blowers, shovels, snow scoops / shovels, dusters, assorted hand tools, computers, calculator, telephones, writing utensils, paper, and other similar items.

Work Surfaces: Tables, desk, chairs, carpet, concrete flooring, tile flooring, asphalt, loam, snow, ice, dirt, rocks, grass, water and other similar surfaces.