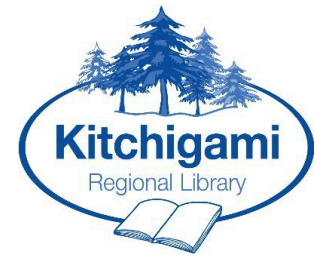


Position Title: Custodian II
Location: Brainerd Public Library
Hours: 25 hrs/wk
Position available: October 2023



Position Description:

This is a part-time position responsible for general cleaning and maintenance of the library building, monitoring HVAC systems, cleaning and maintaining all interior areas and selected exterior areas of facility. This person will be supervised by the Branch Manager and will work in cooperation with other staff members and volunteers. This person works in accordance with Kitchigami Regional Library policies, procedures, and goals. Primary responsibilities include, but are not limited to the following:

- Maintaining the interior of the library building such as furniture, equipment and shelves; cleaning windows, floors, bathrooms, furniture; emptying trash and recycling; and other daily housekeeping duties.
- Monitoring, maintaining, ordering, and keeping required records of all building supplies and equipment, including furnaces and air handlers, reporting problems to Branch Manager.
- Working with vendors and contractors.
- Performing errands off-site, such as pick-ups and deliveries.
- Responding to emergency situations, such as power failures, plumbing, heating, or vandalism.
- Maintaining operational and working equipment in clean, orderly, and functional condition.
- Responsible for volunteers and special program workers as assigned by Branch Manager.
- Other duties as assigned.

Schedule is 5 hours per day, 5 days each week primarily before the library's open hours. Some schedule changes will be made for projects and seasonal tasks.

Qualifications and Skills:

- High school diploma or GED
- Possession of a valid Minnesota Driver's license and good driving record
- Certified and current boiler's license. Classification "Special" will be considered a plus, but not required.
- Minimum one year job related experience.
- Knowledge of public building cleaning and practices, supplies and equipment; and the ability to apply, operate, and use them economically, efficiently and safely.
- Develop procedures, organize work, communicate clearly (spoken and written).
- Perform physical tasks as required by specific work situations, including but not limited to heavy lifting, climbing ladders, moving furniture, clearing snow from the sidewalks around entrances, using hand and power tools.
- Lift objects of up to 60 pounds, push and pull heavy objects of up to 250 pounds with the use of trucks, carts or dollies, and regularly lift and carry up to 40 pounds.

Wage:

\$15.85 per hour

Application Procedure:

Application forms and job description are available at all branch locations within KRL and can be found online at www.krls.org.

Applications will be accepted until September 26, 2023 at the Brainerd Public Library or may be mailed to:

Brainerd Public Library
ATTN: Branch Manager
416 S 5th St.
Brainerd, MN 56401

Only applicants meeting the requirements specified will be considered for interviews, and not all applicants may be interviewed.