



**BURLINGTON PUBLIC LIBRARY**  
*Serving the community since 1896*

P.O. Box 1379  
34 Library Lane  
Burlington, CT 06013  
860.673.3331  
Fax 860.673.0897  
[www.burlingtonctlibrary.info](http://www.burlingtonctlibrary.info)

Burlington Public Library  
Job Posting  
Part-time Library Custodian

**Hours of Work:**

Approximately 7 hours per week- Monday, Wednesday and Friday 7:30 am - 9:30 am  
\$12.00 per hour

**Qualifications:**

Has a working knowledge of cleaning and maintenance work.  
Knowledge of OSHA Safety issues pertaining to cleaning materials.  
Ability to understand and follow written and oral instructions.  
Able to lift 25 lbs and climb on ladders  
At least 18 years old with a high school diploma or equivalent  
Must have reliable transportation

**Responsibilities:**

Vacuuming all areas in the library.

Dusting furniture and shelves, wipe down counters and desktops, cleaning windows, cleaning bathroom, emptying trash and recycling bins throughout the library, clean basement periodically and perform other custodial duties as they arise.

Maintains inventory of cleaning supplies, materials and equipment and informs Assistant Director when supplies need to be reordered.

Empty book drop, as needed.

Assembles new equipment and furniture, as needed.

Be available to let in service repair companies, as needed, before library is open.

Checking fire extinguishers and other duties as needed.

Interested applicants please submit resume with cover letter no later than 5:00 pm on Monday, February 27, 2012 to Diana Rudzinski, Assistant Director, Burlington Public Library, 34 Library Lane, Burlington, CT 06013. EOE.