

Custodian

The Goshen Public Library & Historical Society is seeking a full time custodian. This employee is responsible for the physical care of the building and grounds. The ideal candidate will have a strong work ethic and excellent communication skills.

Typical work responsibilities:

- Keeps building and property in clean and orderly condition.
- Acts as liaison with outside contractors on all building mechanical systems including; HVAC, lighting, fire suppression system, electric and plumbing.
- Cleans and disinfects high touch areas and bathrooms daily.
- Performs general routine custodial duties, to include dusting, mopping, and vacuuming.
- Empties trash and recycling receptacles and places it outside for pick up.
- Moves furniture, sets up and takes down tables and chairs.
- General outdoor services and maintenance, such as watering plants, sweeping entry areas, cleaning glass doors at entrances, and keeping sidewalks clear of snow and ice.
- Manages inventory of cleaning supplies.
- Maintains custodial equipment and keeps supply closets clean and organized.
- Performs minor repairs.
- Will be on call for emergencies
- Other duties as required.

Knowledge, Skills and Abilities Required:

- High school diploma or equivalent preferred
- Some professional work experience as custodian, janitor, or a similar role
- Knowledge of different cleaning products and tools.
- Ability to work independently.
- Good verbal communication and interpersonal skills.
- Ability to lift heavy objects.
- Comfortable with basic landscaping and maintenance skills.
- Detail-oriented and conscientiousness.
- Flexible schedule.

Please submit your resume to Erica@goshenpubliclibrary.org

