

	Charles County Public Library		
	Open date: June 16, 2017 Close date: June 23, 2017 at 5:00 p.m.	Locations: Waldorf, MD (P.D. Brown) Indian Head, MD (POTO) Waldorf, MD (West) La Plata, MD (CHAR)	DISTRIBUTION: Internal and External
	ISSUED BY: Ericka Robinson, Human Resources Manager		
	SUBJECT: Custodial Worker (part-time)		

Custodial Worker: Part-Time; Non-Exempt position; 4 Vacancies

Grade: 4

Hourly Rate: \$14.42 (hourly); 25 hours per week; non-benefited (Waldorf WEST)
\$14.42 (hourly); 20 hours per week; non-benefited (P.D. Brown, La Plata, and Indian Head)

Hours Include: Monday-Friday, some Saturday and Evenings

Charles County Public Library is seeking Custodial Workers to perform a variety of custodial duties within the library under direct supervision of the Branch Manager. Responsibilities include keeping facilities, furniture, and all equipment clean and in good repair; may oversee distribution of supplies to other branches.

Duties:

1. Cleans and maintains library facilities, furniture and equipment.
2. Orders cleaning and other supplies for the library.
3. Reports building problems and safety hazards as discovered.
4. Follows up on internal work orders and reports requests for work orders.
5. Physically moves boxes, equipment, furniture, and book shelves.
6. Performs minor repair work as needed.
7. Maintains carpet and floors.
8. Maintains records as required.
9. Assists with book sales as needed.
10. Assembles furniture.
11. May attend meetings and participate in committees and organizations that further the Library's mission and goals.
13. Responsible for using safe practices and methods in the operation and supplies related to job.

14. Responsible for correcting any conditions within the building or grounds that may be hazardous to employees, patrons, and customers.
15. Performs other duties as assigned.

Requirements:

1. High School Diploma or GED.
2. One year's related experience

Application Process

Current Charles County Public Library staff should submit to Human Resources a Request to Transfer/Promotion form (found on the Extranet), and a complete application, cover letter, and resume to be considered for this position. All information must be submitted by the closing date of June 23, 2017 at 5:00 p.m. via inter-office mail to:

Charles County Public Library
2 Garrett Avenue
La Plata, Maryland 20646
ATTN: Human Resources

All other applicants please email your cover letter and resume to hr@ccplonline.org or mail/submit your cover letter and resume to the address above.

Incomplete applications and documents will not be considered. Personnel file resumes and applications will not be considered in lieu of required documents as part of the application process.

Please Note: Due to the large number of applications we receive, we aren't able to give status updates to every applicant that applies, but if you are invited for an interview, you will be contacted directly by Human Resources for that position.

Charles County Public Library offers a competitive salary and generous benefits including health insurance, supplemental insurance, paid time off, and retirement plans.

Charles County Public Library is an Equal Opportunity Employer that does not discriminate on the basis of race, color, sex, creed, religion, national origin, age, disability, genetic information, veterans' status or disabled veterans' status. Reasonable accommodations will be considered.