

HAMMOND PUBLIC LIBRARY

JOB ANNOUNCEMENT

TITLE: Janitor, Grade 3

DESCRIPTION: AR 2401

REQUIREMENTS: High school diploma or equivalent and one year of maintenance experience. Maintain a valid driver's license.

LOCATION: Main Library

SALARY: \$11.96 Hr.

USUAL HOURS: Part Time: Mon. 6 a.m. to 11 a.m., Tues. 6 a.m. to 10 a.m.,
Wed. 6 a.m. to 10 a.m., Th. 6 a.m. to 10 a.m.,
Sat. 8:30 a.m. to 5 p.m.

MAJOR TASKS: Mop, scrub, wax and buff all tile floors. Vacuum all carpeting daily. Empty and clean waste receptacles. Clean restrooms, restock as needed and respond to emergency cleanups. Clean light fixtures and replace bulbs and tubes. Receive all truck deliveries, checking number and condition of items and take them to proper department. Set up and take down chairs, tables and other equipment for public meetings. Open and close building and book drops when required. Shovel snow, mow lawn, trim and weed grass. Pick up trash on grounds. Perform other duties assigned by Maintenance Services Manager.

DATE AVAILABLE: Immediately

SUPERVISOR: Dan Deering

APPLICATION Applications should be sent to:

Administrative Manager, Whitney Chapman
564 State Street
Hammond, IN 46320