

**HAMMOND PUBLIC LIBRARY
JOB ANNOUNCEMENT**

TITLE: Janitor (part-time)

DESCRIPTION: AR 2401

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

HOURLY RATE: \$12.62 - \$15.97

USUAL HOURS OF WORK: 25 hrs. per week. Must be available on weekends and may be on call.

MAJOR TASKS: Responsible for general janitorial duties

Mop, scrub, wax, and buff all tile floors

Clean light fixtures and replace bulbs and tubes

Set up chairs, table, and other equipment for public meetings

Responsible for landscaping and lawn maintenance

Perform other duties assigned by the Maintenance Services Manager

DATE AVAILABLE: Immediately

SUPERVISOR: Maintenance Services Manager

APPLICATION PROCEDURE Anyone interested in this position should email their application to Whitney Chapman at chapmw@hammond.lib.in.us.