



19 Ross Street, Batavia, NY 14020  
585-343-9550 585-344-4651 (fax)

### Help Wanted

The Richmond Memorial Library is now hiring to fill the following vacancy:

#### **Part Time /Substitute Custodian**

Overview: Our PT/Sub Custodian is on call to perform custodial duties during the Vacations, Leaves, and other absences of our regular Full Time Custodian and Senior Custodian, approximately 70 days per year, typically in 4 hour shifts Mon-Thurs evenings, and 4 to 8 hour shifts on Saturday mornings/afternoons.

Duties: Sweeps, mops, and vacuums floors and stairs; Dusts woodwork, furniture, and other equipment; Washes windows, walls, sinks, bathrooms, and other fixtures; Cleans and polishes furniture and tile; Empties waste baskets, collects and disposes of rubbish; Operates an oil or gas-fired low pressure heating system and a decorative wood-burning fireplace; Accesses security camera footage; Mows lawn, trims shrubs, rakes leaves, and performs a variety of other grounds keeping tasks; Shovels, snowblows, and salts walkways during winter months; Runs errands, delivers supplies and equipment; Arranges chairs, tables, and other equipment for public meetings and library programs; Prepares and maintains a variety of simple records and reports; Sanitizes frequently-touched surfaces during pandemic; Reads assigned email and staff blog on assigned computer; Does related work, as required.

Hourly Wage: starting at \$16.00/hour for minimally-qualified candidate; negotiable upward for better-qualified candidate, as measured by prior experience and superior recommendations.

Availability: on call to sub, generally Mon-Thurs evenings in 4 hour shifts, and Saturday mornings or afternoons in 4-8 hours shifts.

Qualifications: One year of building cleaning and maintenance experience or one year of experience in any of the standard mechanical or construction trades, and completion of a standard grade school; OR any equivalent combination of training and experience as outlined above.

Promotion: A natural career trajectory from Part Time (Sub), to Full Time, to Senior Custodian is possible within just a few years for the interested, qualified candidate. Please inquire for details. Our Full Time positions earn paid Vacation, Leave, and Holidays, New York State and Local Retirement pension, exceptional health insurance, and other generous benefits.

Civil Service: This is a non-competitive, labor class position.

To apply: contact Library Director Bob Conrad at 585-343-9550 x 7, or [rconrad@nioga.org](mailto:rconrad@nioga.org)