



**TOWN OF NORMAL**  
invites applications for the position of:

## **Library Part-time Custodian**

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**SALARY:** \$13.00 Hourly

**OPENING DATE:** 09/03/20

**CLOSING DATE:** Continuous

### **JOB DESCRIPTION:**

**Two part-time positions and one on-call position are available at the Normal Public Library.**

This position performs routine and directed custodial work, and minor interior and exterior maintenance at Normal Public Library. This position may be required to fill in for custodial staff on a short-term, as-needed basis. The successful candidate must work well with other Library employees, be able to work independently, and demonstrate initiative. This position reports to, and receives work direction from, the Technology & Facilities Manager and Library management.

Due to the security clearance required to successfully perform these duties at the required location, candidates must be able to pass a comprehensive background check at the time that a conditional offer of employment is made.

### **DUTIES/ESSENTIAL JOB FUNCTIONS:**

- Cleaning and maintaining interior and exterior surfaces (i.e. walls, window blinds, windows).
- Cleaning and maintaining flooring using extractors, mops, floor buffers.
- Perform general cleaning duties in Library, including restroom areas, per cleaning specs.
- Perform snow and ice removal, mowing and landscaping.
- Work well with other custodial staff and Library employees.
- Assist with event set-up and tear-down following meetings and events.
- Perform other duties as assigned.

### **REQUIRED KNOWLEDGE, SKILL AND ABILITIES:**

- Ability to physically perform manual work for extended periods of time.
- Skill and ability to operate general custodial equipment and properly use supplies.
- Ability to accept and follow instructions of supervisors and to complete assigned tasks in a reasonable length of time.
- Ability to establish and maintain effective working relations with Library staff.
- Must be aware of and practice good safety habits and effectively utilize all safety equipment provided for use by the department.
- Ability to work weekends, holidays, and evening hours when necessary and respond to emergencies as needed.
- Skill to perform minor maintenance of buildings and grounds.

### **DESIRABLE TRAINING AND EXPERIENCE:**

Graduation from a standard high school or equivalent. Some work experience in the custodial field preferred; or other training or experience which provides the necessary knowledge, skills or abilities or reflects an aptitude to perform this type of work.

**We are in search of candidates who possess the following qualities:**

- Strong commitment to public service
- Ability to interact harmoniously and communicate well with customers and staff
- Ability to work with diverse populations of all ages
- Ability to coordinate and prioritize tasks to meet deadlines
- Excellent organizational and problem-solving skills
- Flexibility to adapt to changing situations and to varied work schedules
- Interested applicants should be flexible, outgoing, creative, self-motivated and possess both a positive attitude and sense of humor.

***\*\*The supplemental questions regarding availability will help to determine possible shifts for candidates. Candidates would not be expected to work every shift listed.***

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.normal.org>

Position #201  
LIBRARY PART-TIME CUSTODIAN  
SR

11 Uptown Circle  
Normal, IL 61761  
309-454-9518

[jkeigher@normal.org](mailto:jkeigher@normal.org)

**The Town of Normal is an equal opportunity employer.**

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**Library Part-time Custodian Supplemental Questionnaire**

- \* 1. I am available to work Sunday 1:00pm - 5:00pm?  
 Yes  No
- \* 2. I am available to work Monday 7:00am - 11:00am?  
 Yes  No
- \* 3. I am available to work Monday 4:00pm - 8:00pm?  
 Yes  No
- \* 4. I am available to work Tuesday 7:00am - 10:00am?  
 Yes  No
- \* 5. I am available to work Tuesday 5:00pm - 8:00pm?  
 Yes  No
- \* 6. I am available to work Wednesday 7:00am - 10:00am?  
 Yes  No
- \* 7. I am available to work Wednesday 5:00pm - 8:00pm?  
 Yes  No
- \* 8. I am available to work Thursday 5:00pm - 8:00pm?  
 Yes  No
- \* 9. I am available to work Friday 11:00am - 2:00pm?  
 Yes  No
- \* 10. I am available to work Saturday 11:00am - 5:00pm?  
 Yes  No
- \* 11. I am available on an "on call, as needed" basis?  
 Yes  No

\* Required Question