



MORNING CUSTODIAN

Part-time (15 hours per week)
Monday through Friday

Job Description

Maintain the Library building in good physical condition with a clean and neat appearance. The right candidate for this position should be able to take on other various tasks as needed and be open to learning new skills while remaining enthusiastic about the overall running of the library building. They should also be flexible, adaptable, work well on a team as well as independently, prioritize tasks, and display sound judgement.

Supervised by: Library Director

Compensation

This part-time position has a starting hourly rate of \$20.00 per hour.

Application:

Please submit a **Resumé or Work History** with contact information for **three references** to the Library Director, Jared Jacavone, via mail or email at jaredjacavone@narlib.org. The position will remain open until filled and applications submitted before March 12, 2026 at 11:59 PM will be given priority.

Address:

Maury Loontjens Memorial Library
25 Pier Marketplace
Narragansett, RI 02882

Skills and abilities

- Ability to work responsibly with minimum supervision.
- Adaptability, initiative, tact, courtesy and good judgment.
- Occasional work on ladders.
- Follow all applicable safety rules and procedures.
- Must have the physical ability to carry out the below-listed tasks and safely lift objects up to 50 pounds.

An affirmative action/equal opportunity employer. No discrimination due to race, color, sex, national origin or handicap shall be practiced in employment, assignment or transfer of employees.

- Ability to communicate concisely in a timely manner.
- Will be required to use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, or balance; stoop, kneel, crouch, or crawl.

Responsibilities and Duties

Weekly Duties:

- Vacuum all carpet flooring and stairs (excludes storage closets and emergency stairways)
- Clean all surfaces – shelving units, tables, and counters.
- Clean interior glass surfaces including panel walls, glass in doors along with surrounding glass panels.
- Open and close operable partitions.
- Set-up and take-down chairs, tables, etc. for library related and Town of Narragansett functions.
- Clean 5 bathrooms including mirrors, sinks and counters, toilets and urinal, tile under hand dryers, stall dividers, floors and doors.
- Replenish library restrooms as needed.
- Sweep and wash vinyl floors
- Wipe down drinking fountain on first floor
- Respond to emergency situations, such as power failure, plumbing, heating, or vandalism.
- Collect and take out trash and recycle on a regular basis
- Assess and report on the need to restock operational supplies (i.e. toilet paper, paper towels, cleaning supplies, etc.)
- Report on and address any facility damages or malfunctions.
- Special projects and other duties as assigned.

Monthly Duties:

- Spot clean walls on both first and second floors
- Dust windowsills and tops of shelves (shelves not over 6 ft)
- Clean two refrigerators
- Wash out trashcans and recycle bins.

Semi-Annual Duties: The following tasks are to be performed **semi-annually** (April and October) prior to building opening to the public.

- Steam clean and wipe down tile in all bathrooms
- Clean carpets with commercial-grade rug cleaning machine.

Qualifications

An affirmative action/equal opportunity employer. No discrimination due to race, color, sex, national origin or handicap shall be practiced in employment, assignment or transfer of employees.

High School Diploma. Rhode Island Operator's Driver's License.

Employment is contingent upon passing a comprehensive background check.

This job description is not intended to be a complete statement of all duties, functions and responsibilities of this position.

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