



The [South Charleston Public Library](#) seeks a part-time **CUSTODIAN**. If the opportunity to support the community by helping provide a clean library to read, meet and learn appeals to you, please submit your application to join our team today!

JOB DESCRIPTION

POSITION:

Part-time: 20 hours per week, including evenings and Saturdays

REPORTS TO: Library Director

MINIMUM REQUIREMENTS:

Must be able to work days, evenings, weekends, and varied schedules based on library needs. Work is primarily indoors and requires bending, stooping, reaching, and lifting. Prior experience with custodial work is preferred.

PRIMARY DUTIES:

- **DAILY CLEANING:** Clean bathrooms, including floors, fixtures, and mirrors. Replenish paper supplies and soap. Empty trash and replace trash bags. Dust (and wipe down/disinfect as needed) tables, chairs, and circulation desk. Dust tops of vertical file cabinets, and low shelving. Vacuum and/or sweep inside the library, and ensure outdoor sidewalks & stairs are tidy and free of trash/debris.
- **WEEKLY CLEANING:** Mop floors in kitchens and meeting rooms.
- **MONTHLY CLEANING:** Clean baseboards. Clean behind office desks. Clean bookshelves on a rotating basis. Mop floors in SCPL lobby and entryway.

OTHER DUTIES: As assigned by the Library Director.

SALARY: Competitive starting wages

TO APPLY: Submit an [SCPL application](#) and/or resume to: Todd Duncan, Director, South Charleston Public Library, 312 Fourth Avenue, South Charleston, WV 25303 or email todd@scplwv.org