

Notice of Position

Mastics-Moriches-Shirley Community Library Business Department

Job Title: Part-time Custodial Worker I
Posting Date: March 15, 2026
Closing Date: March 29, 2026

Anticipated Start Date: April 1, 2026
Job Notice #: 01092026P

Position Summary

The Mastics-Moriches-Shirley Community Library seeks a reliable and detail-oriented **Part-time Custodial Worker I** to maintain the cleanliness and safety of our main library and branch locations.

Work Schedule

This position requires up to 25 hours per week. Ideal candidate will be available to work 5:00pm – 9:00pm Monday – Friday and will be part of a weekend rotation (one weekend a month).

Essential Duties

- Maintain cleanliness of library facilities, including furniture, glass surfaces, floors, carpets, and bathrooms.
- Perform tasks such as sweeping, mopping, vacuuming, washing windows, walls, ceilings, and light fixtures.
- Empty garbage receptacles and replace liners.
- Replenish restroom supplies and ensure sanitary conditions.
- Move furniture and equipment; set up and break down meeting rooms.
- Occasionally perform outdoor maintenance, including snow removal, leaf blowing/removal from entrances.
- Respond promptly to spills and emergencies using a two-way radio.
- Inspect safety equipment (fire extinguishers, first aid kits, eye wash stations) for compliance.
- Deliver and receive supplies; transport items to storage.
- Perform other duties as assigned.

Qualifications

- Working knowledge of custodial methods, materials, and equipment.
- Ability to follow oral and written instructions.
- Must possess a valid driver's license.
- Strong organizational skills, attention to detail, and good communication abilities.
- Physical ability to perform duties, including lifting up to **50 lbs**, standing for extended periods, bending, and reaching.
- Applicants must be **at least 18 years of age** and legally authorized to work in the United States.

Additional Requirements

- Position may require occasional **on-call availability for overnight emergencies or alarm resets**. Details regarding compensation for on-call duties will be provided upon hire.

Compensation

Starting wage: **\$20.00 per hour**.

Application Instructions

Applications may be submitted in person during regular library hours or emailed as a scanned attachment to: employment@communitylibrary.org. Only prospective candidates will be contacted.

Equal Employment Opportunity

The Mastics-Moriches-Shirley Community Library is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, or veteran status in employment or the provision of services.

Disclaimer

This job description is not intended to be exhaustive and may be subject to change at the employer's discretion.