



CUSTODIAN (Full-Time)

New Canaan Library Mission

To be an essential place for lifelong learning and a vibrant hub for knowledge, culture, and connection for everyone in our community

Role Overview

This full-time, 35 hour/week position reports to the Facilities Manager and is responsible for maintaining a clean, safe, and organized environment. Responsibilities include general cleaning duties, minor maintenance tasks, monitoring and restocking supplies. This role is also responsible for setting up and breaking down furniture for meetings or events.

Responsibilities and Expectations

- Ensure the building and grounds are clean and well always maintained
 - Clean and sanitize restrooms, breakrooms, and common areas.
 - Sweep, mop, vacuum, and maintain floors and carpets.
 - Empty trash receptacles and dispose of waste properly.
 - Restock supplies such as paper towels, soap, and toilet paper.
 - Perform minor maintenance tasks, including replacing air filters and fixing minor repairs.
 - Maintain outdoor areas by sweeping sidewalks and removing debris.
 - Follow safety protocols when handling cleaning chemicals and equipment.
 - Report any maintenance issues or safety hazards to the Facilities Manager.
 - Assist in troubleshooting and maintaining facilities systems as assigned by Facilities Manager
- Ensure meeting spaces are configured correctly for activities and events
 - Set up and break down chairs and tables for multiple spaces and concurrent events each day
 - Ensure spaces are properly cleaned and prepared between events, and furniture and equipment are neatly stored as per procedures
 - Plan ahead to coordinate efficient setup schedule
 - Keep storage areas clean and organized
- Always ensure safe access to building and grounds and in all weather conditions
- Responsible for securing the building

- Perform all work on schedule, in a timely manner with a positive attitude

Skills and Attributes

- Ability to clean at a consistent, high standard
- Excellent time management and ability to work independently
- Self-starter
- Flexibility with scheduling and daily adjustments to details as required
- Working knowledge of HVAC, electrical, mechanical, and plumbing preferred but not required
- Computer literacy including Microsoft Office 365 (Primarily Outlook & Word)
- Strong interpersonal, written and verbal communication skills

Qualifications and Requirements

- Ability to work independently, completing assignments in a timely organized manner
- Able to regularly lift 50lbs using proper lifting technique
- Safe-Serv Manager License (Library will help procure)
- 35 hours/ week, including evenings and weekends as assigned

Benefits and Compensation

- \$50,000 annually + competitive benefits package