



Director: Cornell White

Hammond Public Library • 564 State Street • Hammond, IN • 46320-1532 • (219) 931-5100

www.hammondlibrary.org

JOB ANNOUNCEMENT

TITLE	Janitor
JOB SUMMARY	Responsible for general janitorial duties at Main Library and grounds
MAJOR TASKS	Mop, scrub, wax and buff all tile floors. Vacuum all carpeting daily. Empty and clean waste receptacles. Clean restrooms, restock as needed and respond to emergency cleanups. Clean light fixtures and replace bulbs and tubes. Receive all truck deliveries, checking the number and condition of items and taking them to the proper location. Set up and take down chairs, tables and other equipment for public meetings. Open and close building and book drops when required. Shovel snow, mow lawn, trim and weed grass. Pick up trash on grounds. Deliver materials among locations on rotation. Perform other tasks assigned by Division Head.
REQUIREMENTS	High school diploma or equivalent, one year of maintenance experience. Maintain a valid driver's license.
SALARY	Grade 3 (\$30,369.49 -\$38,422.17)
USUAL HOURS	Days, Evenings, and some Saturdays required
SUPERVISOR	Head of Maintenance Services
APPLICATION PROCEDURE	Applicants should submit their cover letter and resumé to Director Cornell White, whitec@hammondlibrary.org , and Head of Maintenance Services Rodolfo Mendoza, mendozar@HammondLibrary.org .