

JOB ANNOUNCEMENT

**Hammond Public Library
564 State Street
Hammond, IN 46320**

TITLE: Janitor

REQUIREMENTS: High school diploma or equivalent, one year of maintenance experience.
Maintain a valid driver's license.

LOCATION: Maintenance Department

SALARY: \$25,698 - \$32,512

USUAL HOURS: 38 hours - Including weekends

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, check condition of items and take 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.

Perform other duties assigned by Maintenance Services Manager.

DATE AVAILABLE: Immediately

SUPERVISOR: Maintenance Services Manager

APPLICATION PROCEDURE: Those interested in this position should send their résumé and cover letter to Cornell White, Administrative Services Manager, whitec@hammond.ib.in.us. Please note, a job application is also required. Please go to the Hammond Public Library homepage at www.hammond.lib.in.us to apply online or in person. Click the **Info** Tab to download a job application, submit to Cornell White and send to the email address listed above.

*NOTE: This is not a detailed description of every task and the Library may add or change the tasks.