

**QUINCY PUBLIC LIBRARY  
526 JERSEY STREET  
QUINCY, ILLINOIS 62301**

**POSITION OPEN**

**CLASSIFICATION:** Custodian

**DEPARTMENT:** Maintenance Department

**DUTIES INCLUDE, BUT ARE NOT LIMITED TO:**

Unlocks all doors at opening time; walks through the building and locks up at closing time; cleans daily assigned public and service areas of the building including general vacuuming, window washing, dusting, and removal of trash; shampoos carpets, washes interior walls and light fixtures, and paints interior and exterior surfaces as assigned; assists with restoration projects as assigned; assists the Maintenance Supervisor with the monitoring of the mechanical systems and in the care, maintenance, and repair of equipment and furniture; assists in the maintenance of the library grounds; assists with the maintenance and safety checks of Library vehicles; makes book drop pickups; assists in building security; serves on committees; performs other duties relevant to the position as assigned.

**QUALIFICATIONS:**

High school diploma or GED required. Three years housekeeping and/or building maintenance experience preferred. Ability to lift 35 to 50 lbs. Mechanical aptitude; ability to work well with others; reliable and self-motivated; good communication skills.

**RATE OF PAY:** \$11.50 per hour

**HOURS:** Part-time position, 15 to 20 hours per week with a varying schedule including evenings and weekends.

**APPLICATION FORMS AVAILABLE AT:**

Administration Office  
Quincy Public Library  
526 Jersey, Quincy, Illinois 62301

The Library is an Affirmative Action / Equal Opportunity Employer  
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