

**Gary Public Library**

220 W 5<sup>th</sup> Ave,

Gary, IN 46402

*An Equal Opportunity Employer*

**Custodian Job Description**

**Department:** Facility Services

**Location:** Gary, Indiana

**Job Type:** Part-time

**Hourly Pay:** \$13

**Reports to:** Facility Services Manager

**About Gary Public Library:**

Gary Public Library & Cultural Center serves as a cornerstone for learning, literacy, and community engagement in the city of Gary and surrounding areas. With a commitment to providing access to information, educational resources, and cultural enrichment, the library offers a wide range of services and programs for all ages. Its facilities house extensive collections, public computers, meeting spaces, and dedicated areas for youth, teens, and adults. The library is dedicated to fostering lifelong learning, supporting local history and culture, and building a welcoming environment where everyone can connect, explore, and grow.

**Why Join Us:**

If you are passionate about equitable access to books, education, and learning experiences for all, join us at the Gary Public Library where you can serve your community. We offer a collaborative workplace, opportunities for professional growth, and the chance to make a meaningful impact every day.

**Job Summary:**

The Custodian is responsible for maintaining the cleanliness, safety, and general upkeep of the public library building, facilities, and grounds. This role ensures a welcoming environment for library patrons and staff by performing cleaning, minor maintenance, and setup tasks as needed.

**Key Responsibilities:**

- Sweep, mop, vacuum, and clean floors, carpets, and rugs throughout the library.
- Clean and sanitize restrooms, staff rooms, and public areas on a regular schedule.
- Empty trash and recycling receptacles and dispose of waste properly.
- Dust furniture, shelves, fixtures, and equipment.
- Wash windows, glass doors, and mirrors as needed.
- Replenish supplies such as soap, paper towels, and toilet paper in restrooms and staff areas.
- Set up rooms and spaces for library programs or events, including arranging chairs and tables.
- Perform minor building maintenance (e.g., changing light bulbs, minor repairs).
- Report any maintenance issues or safety hazards to library management.
- Assist with snow removal, de-icing, and outdoor maintenance as required.
- Adhere to safety policies and procedures at all times.

**Qualifications:**

- High school diploma or equivalent preferred.
- Previous custodial or cleaning experience preferred.
- Ability to work independently and efficiently.
- Good communication and interpersonal skills.
- Physical ability to lift up to 50 lbs and perform repetitive cleaning tasks.
- Availability to work evenings, weekends, or early mornings as scheduled.

**Work Environment:**

- Indoor and occasional outdoor work.
- Exposure to cleaning chemicals and equipment.
- Interaction with the public, staff, and vendors.

**How to Apply:**

*Interested candidates should submit a resume or application to:*

*[hrgpl@garypubliclibrary.org](mailto:hrgpl@garypubliclibrary.org)*

*Applications will be accepted until the position is filled.*

*Selected candidates will be required to hold a valid driver's license, successfully complete a pre-employment drug test and background check as a condition of employment.*

*This job description is intended to describe the general nature and level of work performed. It is not an exhaustive list of all responsibilities and duties required.*