



Gary Public Library

220 W 5th Ave,
Gary, IN 46402

Custodian

Job Type: Non-Exempt

Schedule: Part-Time, Flexible, 18-20 hrs.

Location: Onsite (Gary, Indiana)

Salary: \$13.00/hr. minimum

Supervisory Responsibilities: None

About Us:

The Gary Public Library 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 use 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 serving your community and helping ensure equitable access to books, education, and community programming, join us at the Gary Public Library. Our employees play an important role in supporting the programs, services, and resources that make a meaningful difference in the lives of Gary residents. We value professionals who bring integrity, attention to detail, accountability, and commitment to community. In return, we offer opportunities for professional growth, meaningful work, and the chance to apply your skills in an organization whose success directly supports literacy and lifelong learning.

Who We're Looking For:

The Custodian plays an essential role in maintaining a clean, safe, welcoming, and fully functional environment for the Gary Public Library. This position is responsible for the daily care and general upkeep of Library facilities, public spaces, staff areas, and surrounding grounds, helping ensure that patrons and employees can access and enjoy a well-maintained community resource.

If you are dependable, service-oriented, and take pride in creating a clean and safe environment for others, we invite you to apply to the Gary Public Library, where your work will help ensure that our facilities remain welcoming spaces for learning, connection, and community engagement.

What You'll Do

As a Custodian, you'll help keep our Library facilities clean, safe, and welcoming for staff and patrons. Daily responsibilities include cleaning and sanitizing public and staff areas, restrooms, floors, furniture, and other surfaces; removing trash; restocking supplies; setting up rooms for programs and events; and assisting with basic building upkeep, minor maintenance, and seasonal grounds work.

What You'll Bring

A high school diploma or equivalent and previous custodial, janitorial, facilities, or commercial cleaning experience are preferred, but not required. We're looking for someone who is dependable, takes pride in their work, can work independently, and is comfortable interacting with staff and the public.

A valid driver's license is **required**. This is an active position that requires regular standing, walking, bending, reaching, pushing and pulling, as well as the ability to lift or move up to 50 pounds. Flexible availability, including occasional evenings, weekends, early mornings, holidays, or weather-related needs, may be required.

Full-Time Benefits

Full-time employees are eligible for medical, dental, vision, life, short-term and long-term disability insurance; PERF retirement; paid vacation and sick/personal leave; 14 paid holidays plus your birthday; education reimbursement; and an Employee Assistance Program.

How to Apply:

Candidates interested in joining the Gary Public Library are invited to apply for consideration in one of two ways.

- 1) Visit the Gary Public Library (Main Branch – 220 W. 5th Ave, 2nd Floor Administrative Office) to obtain, complete, and submit a paper employment application in person, Monday through Friday, 9:00a to 4:00p.

- 2) Download, print, and submit completed application materials electronically to hrgpl@garypubliclibrary.org with “**Custodian (Part-Time)**” in the subject line.

The employment application includes a section for applicants to provide three professional references, including current or former supervisors or other professional contacts who can speak to their qualifications, experience, and work performance.

Applications will be reviewed as they are received, and the position will remain open **until a qualified candidate is selected**. Candidates are encouraged to submit their application materials promptly for consideration.

The Gary Public Library is an Equal Opportunity Employer and is committed to recruiting, selecting, developing, and promoting employees based on individual ability and job performance. Reasonable accommodation may be available to enable differently abled individuals to complete the application and interview process as well as perform the essential functions of a role.

Selected candidates will be required to successfully complete a pre-employment screening 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.