



# EDISON PUBLIC LIBRARY

340 PLAINFIELD AVENUE  
EDISON, NEW JERSEY 08817  
EDISONPUBLICLIBRARY.ORG

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HR@EDISONPUBLICLIBRARY.ORG

**Custodian**  
**Full-Time**  
**Salary: \$48,214.40**

Come and join a new and expanding team of Library professionals as we reinvent the Edison Public Library for the 21st century. Located in Central NJ, with a multicultural, multilingual, and diverse population of 107,000, the Library currently has three library branches and bookmobile service. We are rebuilding our Library from the bottom-up and the top-down to create an environment of learning, exploration, innovation and fun for the entire community. Our North Edison and Main Library Branches currently are undergoing a transformation in layout and expansion. This is a Library system where anything is possible as we move towards a patron-centric view of programs and services.

The successful candidate will be part of the Buildings and Grounds team to the Library. The position reports directly to the Library Administration.

**Qualifications for a Successful Candidate:**

- Good oral and written communication skills and ability to deal tactfully and effectively with staff and public
- Work harmoniously with co-workers and a diverse and varied clientele
- Ability to work and perform tasks without supervision
- Observant; pays attention to detail
- Ability to work at any assigned post
- High School Diploma or GED
- A valid Driver's License; clean driving record

**Daily Responsibilities:**

- Performs such duties as sweeping, dusting, mopping, polishing, waxing, gathering and disposing of refuse
- Removes snow from sidewalk and maintains lawns and shrubs
- Performs general heavy industrial cleaning, such as high and low dusting, floor care, vacuuming, waxing and buffing
- Performs spot work and gum removal
- Scours all rest room fixtures, including tile walls and mirrors
- Sanitizes restrooms and refurbishes toiletries as required
- Discards all rubbish and recycles in compliance with all regulatory requirements
- Performs some heavy lifting as needed
- Inventories, maintains and orders custodial materials and equipment for the building
- Reports building and grounds vandalism to Community Library Manager and FES department
- Inspects buildings and grounds to note general condition, necessity for repairs, and responsible for the proper use, cleanliness and storage of tools and equipment

- Maintain daily building logs, including arrival and departure times of visitors, vendors, utility companies, contractors and ensure completion of work
- Complies with safety requirements and monitor the buildings and grounds from vandalism. Performs general grounds care
- Checks roof drains and exterior floor drains for clogs weekly as required and report issues as needed
- Maintains and operates heating ventilating and air-conditioning system, and reports conditions requiring mechanical services
- Routinely inspects air handling units and/or air conditioning, as well as all other equipment.
- Changes air conditioning and handling unit filters
- Performs minor repairs and maintains custodial equipment such as snow/leaf blowers, vacuums, lawn mowers and various floor machinery
- Unclogs sinks and toilets as needed
- Performs furniture moves and early morning program set-ups as needed. Performs pre-season maintenance check
- Performs other duties as assigned

**Education:** High School Diploma; some college preferred

**Hours:** 40 hours/week; includes a rotation of hours during the week, evening and weekends (includes Saturdays and Sundays)

**Benefits Include:** Vacation, sick, personal, and holidays; after six (6) months staff are eligible to join the union

Please email the following three (3) REQUIRED documents:

- (1) Cover Letter, (2) Resume and (3) Edison Public Library Employment Application (available at <https://edisonpubliclibrary.org/job-openings/>) to: [hr@edisonpubliclibrary.org](mailto:hr@edisonpubliclibrary.org)

The Library will only consider candidates who submit all required paperwork.

APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED.

Only candidates under consideration will be contacted.

The selected candidate will be required to successfully pass a six month probationary period.

Pre-employment background check and drug test are required for Edison Township employees.

The Edison Public Library hires under NJDOP and EOE Guidelines.

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.