

The Smithtown Library

NOTICE OF AVAILABLE POSITION

- Date Posted:** April 7, 2026
- Position:** **Custodial Worker I – Part-Time – 2 Positions**
(15-17 hours per week)
will include evenings and Saturdays, and periodic shifts between all buildings.
- Description of Duties:** Under the supervision of Library Director, Assistant Directors or Building Heads, performs moderately heavy manual work cleaning Library buildings. The employee is responsible for a variety of housekeeping tasks and occasional minor maintenance during an assigned shift. Some assignments may require skills which are readily learned on the job. Many tasks assigned may be routine and repetitive, and once learned can be carried out without difficulty. Tasks include; inspect bathrooms, paper goods, garbage pails, room setups and maintains as needed; may mop, wax, polish and strip floors; vacuums carpets; dust and polish furniture, bookcases, paneling and light fixtures; wash windows, walls and woodwork; may participate in special projects (i.e., more thorough cleaning, moving furniture, minor repairs); may perform painting; performs seasonal outside grounds maintenance tasks such as shoveling snow and grounds clean-up if necessary. Physical condition is commensurate with the demands of the position. Does related work as required.
- Salary:** Entry level hourly rate is \$22.63.
- Contact:** To apply for this position, email your résumé, cover letter and the provided availability chart to smithjob@smithlib.org within seven business days from the date of this posting.

Please type CUST WRK I PT and your last name in the subject line of the email.

**THE DECISION OF THE LIBRARY DIRECTOR,
SUBJECT TO APPROVAL OF THE LIBRARY BOARD
OF TRUSTEES, WILL BE FINAL.**

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Applicant Shift Availability Chart

Please denote which shifts you are available to work on a consistent basis.

Applicant Name _____ Date _____

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---------------|--------|---------|-----------|----------|--------|----------|--------|
| 9:30am-2:30pm | | | | | | X | X |
| 2pm-6pm | | | | | | X | X |
| 5pm-9pm | | | | | | X | X |
| 9am-1pm | X | X | X | X | X | | X |
| 1pm-5pm | X | X | X | X | X | | |

Remarks: