

Maplewood Public Library is seeking a responsible, dependable, and detail-oriented individual for an open part-time Custodian position. The Custodian is responsible for maintaining a clean, safe, and welcoming environment for Library visitors.

Essential Duties and Responsibilities:

- Dust shelves, ledges, displays, light fixtures, and door frames
- Clean interior windows and glass doors
- Vacuum, sweep, and mop floors
- Clean, dust, and polish furniture
- Remove dirt/markings from interior surfaces (doors, walls, etc.)
- Clean and disinfect restrooms, as well as all touch points and flat surfaces
- Restock supplies in restrooms
- Maintain janitorial closet in a neat and organized manner and keep inventory of supplies
- Empty trash and recycling receptacles
- Reset Meeting Room as needed
- Clean staff work area and break room
- Perform periodic deep cleans
- Inspect Library for safety issues and report or correct them as required
- Provide upkeep to outdoor Library premises by picking up litter, watering plants, and emptying cigarette receptacle
- Minor repairs as needed
- Adhere to safety measures for cleaning, lifting, moving, and operating equipment
- Other duties as assigned

Education and experience:

Minimum of 2 years of custodial experience required.

No educational requirements, but applicants must be at least 18 years of age.

Requirements:

- Thorough knowledge of cleaning materials, methods, and equipment, as well as safety practices and procedures
- Ability to use vacuums and other common cleaning tools, as well as basic hand tools for minor repairs
- Ability to follow verbal and written instructions
- Ability to stand for long periods of time, stoop or bend, kneel, and climb a ladder
- Ability to lift, carry, or push up to 50 pounds
- Sufficient vision to perform detail work
- Ability to work independently with little to no supervision

Salary and Schedule:

Position to begin July 1, 2026

\$17/hour

3 hours/day, 5 days/week during times the Library is closed

Library hours are 9am-8pm Monday-Thursday and 9am-5pm Friday-Saturday

To apply:

Fill out the following application and return it to the Library attention: Library Director, or email it to [abryant@maplewoodpubliclibrary.org](mailto:abryant@maplewoodpubliclibrary.org).

A criminal background check will be required for those candidates receiving an offer of employment. Please only return this application if you agree to submit your information to a third-party consumer reporting agency for a review of national and county criminal records and sex offender registries.

# MAPLEWOOD PUBLIC LIBRARY

## APPLICATION FOR EMPLOYMENT

Maplewood Public Library is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, national origin, sexual orientation, gender identity, disability, age, or any other non-merit factor. We celebrate diversity and encourage all qualified individuals to apply.

---

### SECTION 1: PERSONAL INFORMATION

Today's Date: \_\_\_\_\_ Available Start Date: \_\_\_\_\_

Seeking:  Full Time  Part Time

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Are you legally authorized to work in the United States?  Yes  No

### SECTION 2: EDUCATION

Do you have a High School Diploma or equivalent?  Yes  No

Please list any trade schools, colleges, or universities you have attended:

School Name: \_\_\_\_\_

Location: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

School Name: \_\_\_\_\_

Location: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

School Name: \_\_\_\_\_

Location: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

**Please continue to next page**

**SECTION 3: PROFESSIONAL EXPERIENCE**

Start with your present or most recent position. Exclude organizational names that indicate race, color, religion, sex, or national origin.

Employer: \_\_\_\_\_

Title: \_\_\_\_\_ City/State: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates of Employment (Month/Year): From \_\_\_\_\_ To \_\_\_\_\_

Summary of Duties:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_

Title: \_\_\_\_\_ City/State: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates of Employment (Month/Year): From \_\_\_\_\_ To \_\_\_\_\_

Summary of Duties:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_

Title: \_\_\_\_\_ City/State: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates of Employment (Month/Year): From \_\_\_\_\_ To \_\_\_\_\_

Summary of Duties:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please continue to next page**

**SECTION 4: REFERENCES**

Please provide information for three references. At least two must be professional.

Name: \_\_\_\_\_

Company: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: (\_\_\_\_)\_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: (\_\_\_\_)\_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: (\_\_\_\_)\_\_\_\_\_

**SECTION 5: CERTIFICATION**

I certify that the above information is true and complete to the best of my knowledge. I authorize Maplewood Public Library to investigate any statement contained in the application and to run a background check at offer of employment. I understand that this application is not a contract or agreement. In the event of employment, I understand that any false or misleading information given in my application, correspondence, discussions, or interview may result in immediate termination. I understand also that I am required to abide by all rules, regulations, and policies of Maplewood Public Library.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**End**

---

**FOR OFFICE USE ONLY**

Interview:  Yes     No                      Date/Time: \_\_\_\_\_

2nd Interview:  Yes     No                      Date/Time: \_\_\_\_\_

Approved:  Yes     No                      Start Date: \_\_\_\_\_