



Two North Main Street
Office: 508-824-6794
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TOWN OF BERKLEY

MASSACHUSETTS

BOARD OF
SELECTMEN



JOB POSTING

POSTING:

- ☒ IN HOUSE
☐ OUTSIDE ADVERTISEMENT

DEPARTMENT:

Library

POSITION:

Custodian

- ☐ NEW ☒ EXISTING

CLASSIFICATION:

- ☐ REGULAR ☐ SALARIED ☒ PART TIME ☐ CASUAL

HOURS:

- ☒ 4 hrs per week ☐ ON CALL

JOB DESCRIPTION:

- ☒ ATTACHED BERKLEY PERSONNEL SPECIFICATIONS

PAY RATE:

- ☐ GENERAL SCHEDULE: GRADE __, STEP __: \$ ____
☐ SPECIAL SCHEDULE: GRADE __, STEP __: \$ ____

\$15.72/hour

SUBMIT:

- ☐ APPLICATION ☒ RESUME

TO: Carol Buote, Library Director
2 N Main St, Berkley, MA 02779

CLOSING DATE:

OPEN UNTIL FILLED

DEPT. HEAD SIG.:

Carol Buote
SIGNATURE

3/19/25
DATE

THE TOWN OF BERKLEY IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION ADA EMPLOYER

TOWN SEAL TO BE APPLIED TO THIS FORM BY TOWN CLERK PRIOR TO DISTRIBUTION

COPIES TO: ☐ PERSONNEL BOARD ☐ FINCOM ☐ UNION LOCAL 1144 IF UNION LEVEL

This notice shall be posted at least seven days prior to any outside or newspaper advertisement and I certify that I have posted this notice at the following locations:

- | | | |
|---|---|--|
| <input type="checkbox"/> Town Clerk (certified copy) | <input type="checkbox"/> Old Town Hall | <input type="checkbox"/> Library |
| <input type="checkbox"/> Highway Dept. Office (employee area) | <input type="checkbox"/> Community School | <input type="checkbox"/> Middle School |
| <input type="checkbox"/> Public Safety Building lobby | | |

SIGNATURE

DATE

Library Custodian Berkley Public Library

Description:

Performs general cleaning of all areas of the Library building on a weekly basis. This is a 4 hour per week position.

Responsibilities:

Cleaning all public and staff areas of the Library including the main rooms, bathroom, toilet and sink, staff kitchen, storage area, stairs, entry and walkway.

This includes washing, mopping, sweeping, dusting and vacuuming.

Refill soap dispenser at sink and restock toilet paper in bathroom.

Collection and removal of trash. Take recyclables to the Transfer Station.

Maintenance of the area surrounding the outside of the building including sweeping walkway and picking up trash.

Keeps an inventory of needed supplies and alerts the Library Director when supplies need to be purchased.

Requirements:

General good health.

Position requires climbing stairs, lifting, carrying, kneeling, bending and reaching.

Prior cleaning experience preferred.

Salary: \$15.72 per hour

Closing Date: Until position filled

Please send cover letter with job history to:

Carol Buote, Director

Berkley Public Library

2 N. Main St.

Berkley, MA 02779

Or email berpl@sailsinc.org