

<b>Job Title</b>	Custodian	
<b>Reports to</b>	Director of Library Services	Grade 1

The Custodian is responsible for maintaining a clean, safe, and welcoming environment for library patrons, staff, and visitors. This position performs routine cleaning, maintenance, and facility support tasks throughout the library building and surrounding grounds. The Custodian plays an important role in ensuring the library remains a comfortable and well-maintained community space.

**Qualifications**

- Knowledge of the materials, methods, and practices used in performing janitorial services.
- Ability to understand and follow oral and written instructions.
- Ability to work independently.
- Ability to stand, walk, and bend for extended periods.
- Ability to regularly lift up to 50 pounds.
- All Library staff must remain professional, fair and respectful in all their interactions at the Library. Mission focus and a collaborative nature are also crucial at the KHL.
- All Library employees must follow Library policies, including strictly adhering to patron privacy and confidentiality.

**Duties and Responsibilities**

- Completes custodial work based on an established checklist, primarily outside of Library operating hours, including but not limited to:
  - Cleaning of public and staff areas including floors, restrooms, meeting rooms, offices, and entryways
  - Sweep, mop, vacuum, and dust surfaces throughout the building
  - Clean and sanitize restrooms and replenish supplies
  - Empty trash and recycling receptacles and transport waste to designated areas
  - Clean windows, glass doors, and interior fixtures
  - Return all furniture and containers to their appropriate locations.
  - Maintain the overall condition of the janitors' closets and cleaning equipment.
  - Monitor inventory of custodial supplies and notify appropriate staff for reordering.
- Collaborates with the Facilities Coordinator to maintain the overall condition and cleanliness of the facility
- Supports other Library staff as needed
- Performs other duties as assigned by Library Administrators

## Custodian– Benefits Summary

**Schedule:** This position is 15 hours per week, to be completed at the library. The schedule for this is flexible, but work should primarily be completed outside of library hours. Evening and weekend hours may be required.

Library staff are expected to read weekly staff email updates and attend monthly staff meetings (typically the first Wednesday of the month from 9-11:30am).

**Pay grade:** Grade 1, New Hire rate: current \$20.40/hr, increasing to \$24.00/hr on July 1, 2026. Staff are paid bi-weekly on Thursdays.

**Position is a bargaining unit position.** At time of hire, monthly union dues are \$39.95/month or \$18.44/pay period.

**Sub shifts:** Bargaining Unit employees have first opportunity (based on seniority) to pick up open sub shifts, up to 40 hours/wk (cannot go into overtime).

### Benefits available:

- **Retirement:** KHL contributes 5.5% of pay, after earning \$600, to a SEP-IRA.
- **Health:** KHL offers a health plan through BCBS of VT (switching to MVP effective January 1, 2027). For this position, after pro-ration, the library pays 40% of the cost for single-person coverage, 30% for two-person coverage and 25% of family coverage. A health bonus is offered to eligible employees who have health insurance elsewhere. Effective January 1, 2027, the Library funds an EBHRA at \$1,600 per year.
- **Dental:** KHL offers dental coverage through Delta Dental after 90 days. KHL pays 50% of the monthly cost for a single plan and the same amount toward the couple/family plan options (increases to 100% of the monthly cost for a single plan effective July 1, 2026).
- **Vision:** KHL offers vision insurance through VSP after 90 days. KHL pays 100% of the cost for eligible employees.
- **Disability:** KHL pays 100% of the cost for short-term and long-term disability coverage.
- **Sick leave:** Employees accrue one sick day per month (3 hours). Sick leave can be used immediately (no probation wait).
- **Paid Time Off (PTO):** Employees get 13 days of PTO (39 hours) annually to start, accrued at each pay period. This increases to 46.5 hours annually effective July 1, 2026. PTO cannot be used during the initial 3-month probationary period.
- **Holidays:** The library is closed for 13 holidays each year. Employees are paid for these holidays; the amount of holiday pay varies based on your work schedule.

**About the Library:** The Kellogg-Hubbard Library is a 501c3 nonprofit that serves as the public library for six towns in central Vermont. We have operated continuously as a library since 1895. We have the second highest circulation of any library in the state and offer hundreds of programs annually. Our historic building serves as the community's second living room, and recent facility improvements ensure that it serves the needs of our community. Our staff is the

heart of our organization, and we work together to create a culture of growth, excellence, and joy! Our dedicated staff of 14 (plus lots of amazing Substitutes, Pages, and Volunteers!) oversees a collection of 70,000 physical items, annual circulation of nearly 400,000, and an annual budget of \$1.3 million.