

Harlem Public Library Janitor

Blaine County has an opening for a part-time Harlem Public Library Janitor. Applicants may pick up a job description and an Application from the Blaine County Human Resource Office on the 3rd floor of the Blaine County Courthouse or from Job Service, in Havre, MT. The job description and application are also available online at www.blainecounty-mt.gov. All applicants must use a Blaine County Application. Applications must be submitted to the Blaine County Human Resource **Position is open until filled.**

Blaine County is an Equal Opportunity Employer.

**BLAINE COUNTY
POSITION DESCRIPTION**

POSITION: Library Janitor

DEPARTMENT: Harlem Public Library

ACCOUNTABLE TO: Harlem Public Library Director

REVISED: August 2022

The Library Janitor shall perform light cleaning duties to maintain the Harlem Public Library. **This is a part-time, as needed position with a total of up to 150 hours annually.**

Duties of Janitor

2-3 hours per week with a total of 150 hours annually.

Weekly duties:

- Vacuuming
- Sweeping and mopping tiled entries and bathroom
- Cleaning bathroom at least twice per week
- Dusting
- Collecting and taking out garbage at least twice per week
- Sink and counter in meeting room
- Sweeping outside entries and sidewalk as needed
- Cleaning glass windows in doors, inside and outside (weather permitting)
- Cleaning computers and other machines

Other duties on a periodic basis:

- Windows inside and out
- Cleaning lights
- Shampooing spots in carpet
- Wiping down wooden doors and trim
- Washing tables and folding chairs
- Other work as assigned

**Harlem Public Library Janitor
Position Fact Sheet**

Work Week:	Part-Time Janitor will work a total of 150 hours annually Modification of work week is at the discretion of the supervisor
Salary:	\$13.34/hour
Health Insurance:	None Offered
Vacation Leave:	Employee earns 10 hours per month based on 40-hour work week (eligible for use after 180 days of continuous employment)
Sick Leave:	Employee earns 8 hours per month based on 40-hour work week (eligible for use after 90 days of continuous employment)
Probationary Period:	6 months