



Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920
908-766-2510 • www.bernards.org



JOB DESCRIPTION

JOB TITLE: Custodian (Temporary)		DEPARTMENT: Library	DATE: 06/23/2026
REPORTS TO: Library Administrative Coordinator	GRADE LEVEL: B	JOB STATUS: Part-Time, Temporary	HOURS/WEEK: 15
SCHEDULE: Monday through Friday, 9 am – 12 pm			

SUMMARY:

Performs a variety of custodial tasks in support of library programs and services, in particular set up and breakdown of program rooms. Supplements contracted cleaning staff in maintaining restrooms in a clean and sanitary condition; vacuuming, dusting and cleaning staff offices and program rooms; and washing windows and cleaning interior glass. Performs minor building and furniture repairs as needed.

SUPERVISORY RESPONSIBILITIES:

None.

WORKING CONDITIONS:

Work is performed in the library.

ESSENTIAL FUNCTIONS:

- Setup and breakdown of chairs, tables, and equipment for all library functions as requested from both written instructions and diagrams, on the computer, and printouts.
- Monitor and maintain restrooms for clean, sanitary conditions, refilling soap and paper towel dispensers as needed.
- Consolidate recycling for pick-up by DPW.
- Clean glass windows, doors, and display cases when needed.
- Vacuum and dust program rooms and staff offices as needed.
- Maintain all storage rooms in an orderly, safe condition.
- Clean/spackle/paint interior walls, doors, etc. when minor touch-ups are needed.
- Set up cones with appropriate signage in the parking lot when needed for large program attendance, Election Day, etc.
- Shovel and salt sidewalks when needed.
- Assemble new furniture/shelving and reconfigure existing furniture/shelving when needed.
- Repair book trucks, shelving, and furniture when feasible.
- Check light fixtures regularly and replace light bulbs as needed.
- Performs other related work as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of standard tools, materials, methods, practices, occupational hazards, and safety precautions involved in performing general custodial work.
- Basic computer skills
- Ability to identify needed repairs and notify supervisor
- Ability to lift and move heavy objects
- Ability to work independently and efficiently



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JOB DESCRIPTION – Custodian (Temporary)

- Ability to understand, remember, and carry out oral and written directions, and to learn quickly from directions and demonstrations
- Ability to carry, set up, ascend and descend ladders
- Ability to follow safety precautions and to report potentially hazardous conditions
- Ability to work cooperatively with other employees
- Ability to read, write, speak, understand and communicate in English sufficient to perform the duties of this position

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Education: High school graduation or equivalency

Experience: Minimum of 2 years' related experience

Special Requirements: None