



Township of Bernards

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

JOB POSTING

POSTING DATE: 04/06/2026

APPLICATION DEADLINE: Until position is filled

POSITION: Library Custodian		DATE POSITION WILL BECOME AVAILABLE: Immediate
DEPARTMENT: Library		REPORTS TO: Administrative Coordinator
POSITION TYPE: Temporary/Part-time		OVERTIME STATUS: Non-Exempt (Eligible for Overtime)
HOUR/WEEK: 15	SCHEDULE: Monday through Friday, 8:30am – 11:30am	SALARY: \$16.50/hour

PRINCIPAL DUTIES:

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.

JOB REQUIREMENTS:

- Setup and breakdown of chairs, tables, and equipment for all library functions as requested from both written instructions and diagrams, on computer and printouts.
- Monitor and maintain restrooms for clean, sanitary condition, 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 orderly, safe condition.
- Clean/spackle/paint interior walls, doors, etc. when minor touch-ups are needed.
- Set up cones with appropriate signage in 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.
- Ability to lift and move heavy objects (ex: furniture)
- Knowledge of standard tools, materials, methods, practices, occupational hazards, and safety precautions involved in performing general custodial work.
- Ability to read, write, speak, understand and communicate in English sufficient to perform the duties of this position.

EDUCATION, EXPERIENCE & SPECIAL REQUIREMENTS:

Education: Graduation from high school or equivalent.

Experience: Minimum of 2 years of relevant experience.

Special Requirements: None.

CONTACT: Send **resume and cover letter to Rachel Burt, Library Director** at rburt@bernardslibrary.org. All resumes will be reviewed and only those applicants chosen to move forward in the hiring process will be contacted.

BERNARDS TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER

Effective 9/1/11, all employees of State and local government must reside in the State of NJ, unless exempted under law. If you already work for State or local government as of 9/1/11, and you do not live in NJ, you are not required to move to NJ if there is no more than a seven-day break in employment. However, if you begin your office, position or employment on 9/1/11 or later, you must reside in NJ. If you do not reside in NJ, you have one year after the date you take your office, position or employment to relocate your residence to NJ. If you do not do so, you are subject to removal from your office, position or employment.