

Dr. Samuel L. Bossard Memorial Library/Gallia County District Library

Notice of Employment Opportunity

Date Posted: March 12, 2025
Dates of posting: March 12, 2025 – March 22, 2025
Position: **Custodian**
Position Type: Non-Exempt
Location: Dr. Samuel L. Bossard Memorial Library
Department: Facilities and Grounds
Reports To: Facilities and Grounds Manager

Schedule: 24-28 hours per week;
Daytime, Evening, and Weekend hours;
Must be able to meet the flexible scheduling needs of the Library.

Position Description:

Under the supervision of the Facilities and Grounds Manager, the Custodian assists in ensuring that the physical facilities, grounds, and vehicles owned by the library are adequate, safe, and hospitable for patrons and staff.

Minimum Qualifications:

- High School Diploma or equivalent required.

Other Requirements:

- A valid, state-issued driver's license and safe driving record is required to operate the library-owned vehicle.
- Must have access to a vehicle.
- Must pass successful background check.

Interested applicants should obtain an application and job description from Bossard Library, 7 Spruce Street, Gallipolis, or online:

https://www.bossardlibrary.org/employment_new.

Completed application must be postmarked by March 24, 2025 and mailed to:

Debbie Saunders, Library Director
Bossard Memorial Library
7 Spruce Street
Gallipolis, Ohio 45631