

## **FT Maintenance Worker**

The Rahway Public Library seeks a full-time maintenance worker.

Description: This is a full-time position, 40 hours per week. One night per week and weekends as needed.

### **Examples of Work:**

- Cleans rooms, offices, restrooms and public areas of the building. Including dusting, sweeping, vacuuming
- Empties wastebaskets and recycling containers
- Shovels snow and spreads salt or sand on icy surfaces to prevent slipping
- Make minor repairs to the heating, electrical and other systems of the building
- Assist with outside vendors who are doing repairs on library systems
- Make deliveries to the post office, City Hall, or other locations as required
- Set up rooms and move furniture

The examples of work listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment to the position.

### **Qualifications:**

- High school diploma
- Valid NJ Driver's License

### **Salary & Benefits**

- Starting Salary: \$38,843
- Paid holidays, paid vacation and sick time
- Medical, dental, prescription, and disability insurance
- Enrollment in NJ Public Employee Retirement benefits

### **To apply**

- Submit cover letter and resume to Ian Sloat, Library Director at [isloat@rahwaylibrary.org](mailto:isloat@rahwaylibrary.org)

### **Notices**

- Equal Opportunity Employer. Employees must comply with the "New Jersey First Act".

## **Part-Time Payroll Clerk**

The Rahway Public Library seeks a Part-Time Payroll Clerk.

Description: This is a part time position, up to 19 hours per week with a flexible schedule.

### **Examples of Work:**

- Prepares payroll
- Reconciliation of Bank Accounts
- Maintains standardized double entry bookkeeping records in QuickBooks
- Prepares vouchers, invoices, and assists with preparation of periodic reports.
- May assist in collecting/compiling data for inclusion in budget requests, financial statements, and other reports.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the Library

### **Qualifications:**

- High school diploma

### **Salary & Benefits**

- \$28.05/hour salary
- Paid holidays, paid vacation & paid sick leave
- Enrollment in New Jersey Defined Contribution Retirement Program

### **To apply**

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### **Notices**

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