



PO Box 1009  
Redding, CT 06875  
(203) 938-2545

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Position: **Caretaker, Building Maintenance**

Date Available: **Immediately**

Salary: **\$20/hour (up to 15 hours per week)**

Schedule: **Monday-Friday, 8 a.m. – 10 a.m.**

Reports to: **Library Director**

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### **About**

Mark Twain Library

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Founded in 1908 by the American writer, humorist, entrepreneur, publisher, and lecturer, Samuel Clemens, the Mark Twain Library provides public library services to the Town of Redding, CT.

The Mark Twain Library seeks a skilled caretaker to monitor the status of the Library building and its equipment. The ideal candidate will be proactive, detail-oriented, and possess a “can-do” attitude.

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### **Duties Include**

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- Working closely with the Library Director to make sure the building and grounds are well maintained and safe.
  - Setting up chairs and tables for programs and meetings.
  - Performing routine tasks like emptying the book drop, refilling bathroom dispensers, changing light bulbs, and monitoring the water cooler.
  - Meeting with contractors to communicate the Library’s maintenance needs.
  - Conducting minor repairs to library property and facilities.
  - Other duties as assigned by the Library Director.

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## Qualifications

- High school diploma or GED.
- Available to work weekday mornings.
- Ability to work as part of a team.
- Ability to lift up to 40 pounds and ability to push and pull carts weighing up to 80 pounds.
- Ability to climb ladders.
- Ability to perform minor electrical work, plumbing and carpentry work preferred.

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## Apply

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**Email your resume to [Director@MarkTwainLibrary.org](mailto:Director@MarkTwainLibrary.org)**

The Mark Twain Library is an equal opportunity employer. We extend equal opportunity to all individuals without regard to race, color, religion, age, gender, marital status, national origin, ancestry, past or present history of mental disorder, learning disability, physical disability (including blindness), sex, genetic information, sexual orientation, gender identity or gender expression, pregnancy, childbirth and related medical conditions or any other status protected under applicable federal, state, or local laws.

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