



JOB POSTING
Facilities Assistant – PART TIME

POSITION: Facilities Assistant – Part time

SALARY: \$14.00 – 19 Hours a week, flexible schedule

The Wheaton Public Library is seeking applicants for the position of a part time Facilities Assistant. This individual will be an organized, detailed individual who is a self-starter with a positive attitude who can work as a team player.

Some Responsibilities include:

- Cleaning of interior and exterior furniture and building as needed
- Setting up meeting rooms for Library and community meetings
- Minor repair, paint and maintenance of Library furniture and equipment
- Seasonal exterior up-keep as needed. Such as, but not limited it to, shoveling and salting sidewalks and watering flowers and shrubs
- Gathering of recyclable and garbage from receptacles as needed for both interior and exterior of building
- Picking up litter from Library grounds as needed
- Other daily maintenance duties as assigned by Facilities Manger
- Assist Facilities Supervisor with designated projects as needed

GENERAL PURPOSE: Responsible for assuring the Library interior and exterior is clean and safe for both employees and public in accordance with current Library policies and procedures and in cooperation with other departments and the Library mission and vision.

SKILLS AND ABILITIES REQUIRED

- Demonstrated knowledge of building and grounds maintenance, repair, and custodial work
- Ability to coordinate and prioritize tasks to meet deadlines
- Ability to take responsibility and work independently
- Ability to work varied flexible schedule including weekends.
- Accurate computer and keyboarding skills
- Excellent oral and written communication skills
- Strong commitment to public service
- Ability to work with library customers and staff in a friendly and efficient manner
- Ability to maintain reliable attendance and regular schedule
- Good vision and hearing
- Manual dexterity to operate computer and phone equipment
- Physical ability to lift materials weighing up to 80 pounds and to push fully loaded carts of library materials
- Valid driver's license

EDUCATION REQUIREMENTS:

- High School Equivalency required.

SCHEDULING:

- Part Time – 19 Hours. Work weekends/evenings/special events as needed.

TO APPLY: Qualified individuals should submit an application found on the library website or in house. Applicants should email completed applications to: Joyce Kent, Business/HR Manager joyce@wheatonlibrary.org