

Bartlett Public Library District Position Available

Facility Assistant

Primary Responsibilities

- Perform custodial, janitorial, and other housekeeping duties, including but not limited to: cleaning bathrooms, vacuuming, mopping, removing trash, replenishing supplies, and dusting
- Maintain safe, clean, sanitary conditions throughout the building and grounds
- Set up meeting rooms for Library programs
- Perform a variety of routine maintenance work for the Library
- Assist with snow and ice removal
- Assist with care of trees, lawns, and shrubbery
- Assist with preparations for special functions by arranging furniture, mounting decorations, and setting up equipment
- Report unusual conditions to management
- All other duties as assigned

Qualifications

- High school graduate or equivalent required
- At least one (1) year of custodial experience preferred
- Knowledge of cleaning techniques
- Ability to exercise safety precaution in the use of library equipment and material
- Ability to work outside in variable temperatures and conditions to conduct required maintenance and groundskeeping activities as needed
- Ability to bend, sit, reach, move about, hear and speak; noise level may be high when operating power equipment
- Ability to lift fifty (50) lbs and move heavier materials using appropriate equipment
- Ability to safely climb and work on a twelve (12) foot ladder
- Ability to stand, be on feet, and move around for a full work shift

Pay and Schedule

- \$16.27-20.34/hour
- Part-time, 15 hours/week
- Two (2) schedules available:
 - Mondays and Wednesdays 6:30-10:30p and every other Friday (4:30-8:30p), every other Saturday (1:30-7p), and every other Sunday (2:00-6:30p)
 - OR**
 - Monday thru Friday 7:30am-10:30am

Benefits

- Vision Plan
- Employee Assistance Program

To Apply: Submit BPLD application, resume, and cover letter at bartlettlibrary.org.

Position is open until filled. No phone calls, please.

Equal Opportunity Employer

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