

Position Title: Housekeeping Assistant

Department: Facilities

Reports To: Facilities Supervisor

Hours: Part-Time (20 hours per week)

Job Classification: 101

FLSA Status: Non-Exempt

Certification Level: N/A

POSITION SUMMARY:

Under the general supervision of the Facilities Supervisor, the housekeeping assistant is responsible for general cleaning and upkeep of all areas of the library.

EDUCATION AND CERTIFICATION REQUIREMENTS:

- High school diploma or equivalent

SPECIFIC KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Custodial experience desired, but not required

ESSENTIAL DUTIES:

- Perform daily, weekly, quarterly, semi-annual cleaning tasks from established task list;
- Perform other cleaning and sanitation tasks as needed;
- Spot clean furniture upholstery as needed;

GENERAL KNOWLEDGE AND EXPECTATIONS:

- Excellent English communication skills, with the ability to interact harmoniously and communicate well in a timely manner;
- Strong problem-solving skills and is able to work independently and efficiently with minimal supervision;
- Maintains a neat, clean, and professional appearance;
- Complies with library policies and procedures;
- Maintains reliable attendance by arriving to work as scheduled and on time;
- Other various duties as assigned.

WORKING CONDITIONS:

The physical demands and work environment of this position are typical of a maintenance and custodial work environment with varied levels of physical effort and exertion required and varied exposure to physical risks and weather.

Applicant must possess clarity of speech and hearing, sufficient vision, manual dexterity, mobility, and reflexes to perform work throughout a large, fast-paced facility often with members of the public present; must be able to safely lift and carry items up to 100 pounds, maneuver carts weighing at least fifty pounds, with prolonged standing, bending, squatting, stooping, crawling, stretching, climbing and reaching at various heights, depths, and spatial dimensions required.

Environmental conditions include exposure to all potential extremes of weather as necessary to complete job tasks; exposure to cleaning chemicals and solutions, fumes, dust and dirt, human waste and other potential blood-borne pathogens, loud noise when using equipment, and heights.

Date Reviewed: April 2019

Background investigations are required, however a criminal history will not necessarily exclude an individual from consideration for a position or from continuing employment.

POSITION HOURS:

This is a part time position and requires 20 hours per week, and may include some nights and weekends.

SALARY:

This position is classified as a Level 101 on the Library's salary schedule.

Salary is \$11.50 per hour.