

Position Title: Housekeeping Assistant

Department: Administration

Reports To: Facilities Supervisor

Hours: Part-Time (25 hours per week)

Job Classification: 102

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 the library facility. Also assists with minor building maintenance and repairs as needed.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

EDUCATION AND CERTIFICATION REQUIREMENTS:

- High school diploma or equivalent

SPECIFIC KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Custodial experience desired, but not required

ESSENTIAL DUTIES:

- Ensures the entire library and surrounding grounds are inviting, clean, orderly, safe, and presentable with particular focus on the main entrance, foyer, lobby, elevator, stairs, gallery, meeting rooms, study rooms, tabletops, kitchenettes, restrooms, water fountains, floors, and glass surfaces;
- Performs general housekeeping and custodial duties as assigned;
- Keeps up-to-date on knowledge and use of cleaning chemicals, solutions, and products used in the performance of job duties;
- Maintains supply inventory, ordering supplies through Library Administration
- 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;
- 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 50 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.

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 25 hours per week Monday-Friday from 8:00 am-1:00 pm.

SALARY:

This position is classified as a Level 102 on the Library's salary schedule.

Salary is \$12.00 per hour.