



Daniel Pierce Library

Part-Time Buildings and Grounds Crew Member

Description:

Under the supervision of the Library Director, this position is responsible for maintaining a clean, comfortable, and safe environment for library patrons and personnel. This position is responsible for day-to-day general maintenance of the library. This position is classified as a support position.

Primary Responsibilities:

- Maintain a clean building free of hazards to staff and patrons.
- Removes trash regularly including transport to municipal authority.
- Maintain floor in Community Room and hallway downstairs.
- Occasionally moves furniture as needed.
- In winter months, shoveling and maintaining a clear and safe pathway to the library.
- Perform light plumbing as needed, including unclogging toilets and sinks.
- Outdoor work, cleaning outdoor fixtures on the building or parking lot, maintaining outdoor patio furniture, putting up and taking down of outdoor book tent.
- Gardening, planting, weeding, mulching, and general maintenance of gardens and landscaped areas of grounds.
- Communicates regularly with Director and/or Assistant Director.
- Assists with set up and clean-up of the library's major fundraiser, the Giant Pumpkin Party and any other programs as needed.
- Performs additional duties as instructed by the Library Director, Assistant Director, and Building and Grounds Coordinator
- Ability to perform physical labor including moving at least 40 pounds and work in a variety of physically demanding environments

In the absence of our regular cleaner, the following duties will also be required:

- Clean and stock all restrooms daily, including cleaning and sanitizing sinks, toilets, countertops, door handles, and soap dispensers.
- Wash down and sanitize tables, countertops, and circulation desk surfaces, including children's room craft tables, tabletops, and sink.
- Clean and dust shelving, circulation desks, windowsills, seats, wood surfaces, and ledges. Remove any marks on walls, surfaces, or furniture.
- Clean interior and exterior glass doors and vestibules daily.
- Vacuum all areas regularly with special attention paid to high traffic areas.

Schedule:

- This position is a 10-12 hours per week position, including occasional weekends and evenings as needed. The wage is \$15.00/hour.

Complete application and forward, along with resume, to Beth Wolpert @ bwolpert@rcls.org
Print copies may be submitted in person or mailed to the attention of Beth Wolpert, Library Director.