



NORTHVILLE DISTRICT LIBRARY

Facility Assistant, Part-time

HOURS: 12 to 15 per week

SCHEDULE: Must be available to work Monday through Thursdays from 4 pm to 7 pm and 3 hours on Saturday or Sunday.

PAY RANGE: \$11.00 - \$13.00 per hour

PRIMARY JOB DUTIES

- Set up meeting room(s) for programs and meetings as needed.
- Dust shelves, baseboards, ledges, cabinets, and other fixtures.
- Vacuum carpeting as needed in non-public areas.
- Perform minor repairs, such as fixing chairs, changing light bulbs, tightening loose bolts, etc.
- Clean public restrooms and empty trash on weekends.
- Maintain Library grounds, including picking up litter, adding or cleaning up salt on iced pathways, and some snow shoveling.
- Assist with maintenance of library storage areas.
- Assist with recycling throughout the library.
- Add and remove shelves, and shift books or AV items on shelves.
- Empty book drops and assist with incoming book donations if needed.
- Other related duties as assigned.

QUALIFICATIONS

- High school diploma
- Ability to work with minimal supervision
- Must be punctual and dependable.
- Physical stamina and ability to lift and carry heavy items, climb ladders, and generally perform tasks as noted.
- Prior experience in building maintenance and/or custodial duties preferred.

TO APPLY:

Submit application (available online at the Library website or in the Library) to:

Carla Eggert, Administrative Assistant
Northville District Library
212 W. Cady St.
Northville, MI 48167
Fax: 248-349-8250
Email: ceggert@northvillelibrary.org
Website: northvillelibrary.org

DEADLINE FOR APPLICATION: MONDAY, Oct. 2, 2017