

Redford Township District Library invites applications for the position of **Janitorial / Maintenance Assistant**

The Role

Under the supervision of the Business and Facilities Manager, this position performs custodial and light maintenance services, including sweeping, vacuuming, mopping and other cleaning duties in and around the building facilities. A successful candidate will have a strong attention to detail and the desire to work in a team environment.

Responsibilities

- Establishes and maintains a schedule of routine janitorial and cleaning work required to keep up appearance and safety of the library facilities and grounds and performance of these custodial routines on a regular basis.
- Performs custodial work; sweeping, mopping, vacuuming carpets, dusting and cleaning furniture and shelves and equipment, washing windows, cleaning and supplying restrooms, and removing trash.
- Responsible for tracking of inventories of custodial supplies.
- Provides preventative maintenance and cleaning of custodial equipment on a regular basis.
- Returns supplies, equipment, and tools to their designated places after each use.
- Set-up and clean-up of library programs and meetings as necessary.
- Notes repairs, damages or cleaning needs and reports to supervisor.
- Other duties as assigned.

Minimum Training and Experience

- High School diploma or equivalent
- Preferred: Previous experience as a building custodian desired

Other Requirements:

- Analyze and resolve problems, organize tasks, set priorities, achieve goals, maintain records, and facilitate positive relationships with staff and patrons.
- Communicate effectively verbally and in writing with the public and team members.
- Sit or stand for extended periods of time in the performance of the duties associated with this position.
- Lift objects weighing up to 50 pounds without assistance.
- Operate equipment related to cleaning and maintenance of building.

Employment Details

- Starting Salary: \$17.00 / hour
- Benefits: Pro-rated time off and paid holidays.
- Hours: 20 hours per week; weekday evenings:
 - Monday–Thursday: 6:00 pm – 10:00 pm
 - Friday: 3:00 pm – 7:00 pm (Memorial Day through Labor Day only)
 - Sunday: 10:00 am – 2:00 pm (Labor Day through Memorial Day only)
- Supervisor: Business and Facilities Manager
- Deadline: Position open until filled