

Alpena County George N. Fletcher Public Library is accepting applications for part-time cleaning/maintenance staff responsible for cleaning library, including restrooms, and light maintenance.

19 hours per week, flexible schedule,  
\$9-\$11 per hour depending on experience.

Apply in person. No phone calls.

## **Alpena County George N. Fletcher Public Library**

### **Job Description**

**Title:** Cleaning Person

**Description/Summary:** Performs the duties of custodian for the library and is responsible for the physical appearance of the building and grounds. Keeps the Director aware of maintenance and repair needs and maintains an inventory of supplies and equipment.

#### **Essential Functions:**

- Responsible for cleaning the building including vacuuming, floor scrubbing and waxing, window washing, dusting of furniture and shelves and maintaining clean restroom facilities.
- Caring for and maintaining the lawn including adequate watering and pruning of trees and shrubs.
- Responsible for snow removal.
- Keeping the inventory of paper and maintenance supplies current, this may include driving vehicle to pick up needed supplies, etc.
- Responsible for set up and take down in the conference room for meetings.
- Ability to understand and adhere to safety standards and safety practices and instructions, especially in the handling and use of chemicals and cleaning supplies.
- Other duties as may be assigned by the Library Director or Assistant Director.

#### **Requirements:**

- Must possess a high school diploma and valid Michigan driver's license.
- Experience with heating and air-conditioning equipment desired.
- Good organizational skills, ability to work independently and possess a mechanical aptitude.
- Must be able to handle heavy equipment.
- Frequently lift, carry, push, pull or otherwise move objects weighing up to 50 pounds.
- Regularly walk, stand, stoop and ascend and descend ladders and scaffolding.
- Use tools or equipment requiring a high degree of dexterity.
- Ability to deal tactfully, courteously and effectively with patrons of all ages and with other employees.

**Direct Supervisor:** Library Director