

JOB DESCRIPTION

Part Time Cleaner / Facilities Assistant

NEW CANAAN LIBRARY MISSION

To inspire lifelong learning through innovation and discovery; to be the information and cultural center of the community.

OUR VALUES

- Commitment
- Service
- Excellence

ROLE PURPOSE

Position is responsible for:

- Perform trash removal, rest room cleaning and maintenance, surface cleaning and vacuuming throughout the building
- Setup and take down program rooms for meetings, workshops and events
- Assist in troubleshooting and maintaining facilities systems (e.g. heating/cooling system)
- Perform general maintenance through-out the building, Library grounds and adjoining properties including small repairs, snow removal and de-icing walkways.
- Work on other projects as needed by the Facilities Manager

Key Functional relationships

- Facilities Manager
- Department Heads
- Program Team
- Other Library Team members
- Contract Maintenance Staff

JOB DESCRIPTION

Deliverables

- Ensure building and grounds are clean and well maintained at all times
- Ensure restrooms and public spaces are clean and supplies are on-hand
- Ensure meeting spaces are configured correctly for activities throughout the work day
- Ensure safe access to building and grounds at all times and in all weather conditions

Accountabilities

- All facilities are clean to a high standard, well maintained & safe
- All work is performed on schedule, in a timely manner with a positive attitude

Skills & Attributes

- Ability to clean at a consistent, high standard

- Excellent time management and ability to work independently
- Able to be flexible with scheduling as required
- Good interpersonal skills
- Working knowledge of HVAC, electrical, mechanical and plumbing systems preferred
- Computer literacy including Microsoft office / email
- Strong written and verbal communications skills

Competencies

- Able to assume responsibility as delegated
- Able to ascend or descend ladders and stairs; and to stoop, kneel, crouch and crawl
- Able to seize, hold, grasp, turn, or otherwise work with the hands
- Able to lift objects of up to 60 pounds, push and pull heavy objects of up to 250 pounds with the use of trucks, carts or dollies, and regularly lift and carry up to 40 pounds
- Ability to develop and maintain effective working relationships with a variety of people inside and outside the library

SALARY

- \$ 16.00/hour

REQUIREMENTS

- 21 hours/ week including regular weekend and evening shifts

Interested applicants should send a cover letter and resume to: vlopez@newcanaanlibrary.org