



St. Charles Public Library

One South Sixth Avenue
St. Charles IL 60174-2195
630-584-0076 ■ FAX 630-584-9262
www.stcharleslibrary.org

Facilities Assistant- Part Time

The St. Charles Public Library District is seeking to fill the role of Facilities Assistant with a fast-paced, energetic, multitasking team player with a positive attitude.

This is a Part-Time, Non-Exempt Position - Schedule: 16-18 hours a week, in person, with evening and weekend availability.

The Facilities Assistant position supports the department through providing cleaning and maintenance support services for Library buildings and adjacent grounds.

QUALIFICATIONS:

- A general knowledge of library policies, methods, and procedures
- Familiarity with standard department practices, and observes safe working practices, including maintaining storage areas in safe conditions
- Has a valid Driver's License and Insurance to be able to drive Library's van to pick up books from book drop locations throughout the community
- The ability to communicate effectively in English, both verbally and in writing and able to keep basic records of work performed

PHYSICAL REQUIREMENTS:

Mobility to work in an office setting, use standard cleaning and maintenance equipment and tools; and stamina to sit, stand and walk for extended periods; strength to lift and carry up to 50 pounds and push carts that weigh up to 100 pounds; agility to bend, reach and climb; vision to read printed materials and computer screens; and hearing and speech to communicate in person or over the telephone.

EDUCATION AND EXPERIENCE:

High school graduate or equivalent; customer service experience preferred

SALARY: \$16.11/hr minimum - \$20.95/hr midpoint - \$25.77/hr maximum; offers are generally made within the minimum to the midpoint range depending on qualifications, experience, and internal equity

TO APPLY: Submit a cover letter and resume to: hr-applicants@scpld.org,

Attention: Junior Renteria, Facilities and Security Manager

Applications are available on our website: <https://www.scpld.org/>

The St. Charles Public Library is an Equal Opportunity Employer