



Facilities Assistant – Full-Time

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

This is an IMRF Full-Time, Non-Exempt Position - Schedule: 37.5 hours a week, in person, with evening and weekend availability.

As a Facilities Assistant, you will play a crucial role in ensuring our library facilities' cleanliness, safety, and functionality. You will be responsible for various maintenance and custodial tasks to provide our patrons an inviting and safe environment.

QUALIFICATIONS:

- A general knowledge of library policies, methods, and procedures.
- Familiarity with standard department practices and observing safe working practices, including maintaining storage areas in safe conditions.
- Has a valid Driver's License and Insurance to be able to drive the 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 to keep essential 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: \$17.21 per hour minimum - \$22.95 midpoint - \$28.69 maximum; offers are generally made within the minimum to the midpoint range, depending on qualifications, experience, and internal equity.

BENEFITS:

- Four (4) weeks of paid vacation, twelve (12) sick days, three (3) personal days, eight (8) holidays.
- Comprehensive benefits package including health, dental, and vision insurance.
- Retirement savings plan (IMRF).
- Optional 457b deferred compensation enrollment.
- Professional development opportunities and support for continuing education.

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/>. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

The St. Charles Public Library is an Equal Opportunity Employer