



## Facilities Assistant

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 a part-time, non-exempt position. Schedule: 18 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:** \$17.56 per hour minimum - \$23.41 per hour midpoint - \$29.26 per hour 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 time off, pro-rated
- Employee Assistance Program
- Optional 457b deferred compensation enrollment.

**TO APPLY:** Submit a cover letter and resume to [hr-applicants@scpld.org](mailto: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*