

Monroe County Library System

TITLE: JANITORIAL AID
SUPERVISOR: Ellis Library Manager
NATURE OF WORK: Janitorial--Ellis Library & Reference Center

DUTIES:

Duties include, but are not limited to: janitorial and exterior/landscape cleanup of facility; window washing; dusting; cobweb removal; spot cleaning carpet; snow removal and salting of sidewalks. Set-up and clean-up for special events. Position requires physical moving of furniture, boxes, recycling.

Provide assistance in other departments and areas of the library system when assigned. While this position is currently assigned at the above location, MCLS reserves the right to require all employees to be available for assignments at any MCLS location.

ADDITIONAL DUTIES:

Being on call for emergency situations. Notify Maintenance Department of any repairs necessary beyond janitorial duties.

QUALIFICATIONS:

High school diploma. Experience in custodial work desired. Physical ability to lift and move heavy objects and furniture, climb ladders and scaffolding, and do physical work for extended periods of time. Flexible when necessary in regard to hours and duties. Able to follow directions and observe safety requirements. General computer and keyboarding skills for email communications.

DESIRABLE ATTRIBUTES:

Professional in appearance, attitude, and demeanor. Proprietary feeling about work, work place, and institution. Concern for cleanliness and order. Honest, punctual, and reliable. Good judgment. Ability to work and communicate effectively with supervisor and colleagues.

HOURS:

Up to 18 per week, with largely set schedule with occasional evening and weekends. Emergency situations could result in additional hours.

GRADE:

C1-1, \$12.90 per hour

APPLY TO:

Business Office
Monroe County Library System
Mary K. Daume Service Center
840 South Roessler Street
Monroe, MI 48161

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