

Grandview Heights Public Library Position Description

Job Title: Housekeeping & Maintenance Assistant
Classification: Support Staff I
Department: Facilities/Housekeeping
Pay Rate: \$10.00 per hour
Benefits: Ohio Public Employees Retirement System (OPERS).
Weekly Hours: Part-Time 16 hours/Week
Schedule: Early morning hours typically 6am to 10am weekdays; Morning hours and every other weekend.

Purpose: Performs housekeeping tasks and light facilities tasks.

Reporting Relationship: Reports to Housekeeping Manager

Duties & Responsibilities

- Performs general office & library cleaning
- Cleans and restock patron and staff bathrooms
- Removes trash and recycling inside and outside of the building
- Vacuums, mops and performs tile maintenance
- Sets up and breaks down meeting rooms
- Assists Facilities Manager with snow and ice clearing if needed
- Works with Housekeeping Manager and Facilities Manager to solve problems
- Follows Library policies and procedures
- Reports maintenance and safety issues to supervisor, Housekeeping Manager or Facilities Manager
- Performs other duties as assigned

Knowledge, Skills & Abilities

- Ability to read, write and follow instructions
- Works well with little or no supervision
- Effective interpersonal skills

Education and Experience:

- High School Diploma
- Prior housekeeping/cleaning experience preferred

Physical Requirements:

- Considerable mobility including, but not limited to, extensive periods of walking, bending, sitting, lifting weights up to 50 pounds, and pushing full book carts or containers.