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.

APPLICATIONS RECEIVED BY OCTOBER 25TH WILL BE GIVEN FIRST CONSIDERATION.