

Facility Attendant (part-time)

Are you a hard worker looking to join a team that helps the whole community? The E. C. Scranton Memorial Library is looking for you. We seek an experienced facility attendant to help with daily maintenance and long-term stewardship of the Library's renovated and expanded campus. Come join our team and help make the Library a welcoming environment.

The successful candidate for this position will have good oral and written communication skills, great interpersonal skills, and a strong work ethic. Flexibility, visibility, accessibility, and the ability to thrive in a constantly evolving work environment are also essential. Evenings and rotating Saturday hours required.

Duties

- Performs custodial functions needed to maintain the library facilities; cleans and supplies restrooms; cleans offices and meeting rooms; performs minor maintenance such as painting and simple repairs; removes trash and recyclables.
- Checks daily calendar and sets up meeting rooms as specified.
- Checks staff email daily for updates, guidelines, and other assigned duties.
- Performs monthly fire extinguisher checks and manages documentation for the facilities such as updating Safety Data sheets.
- Completes errands such as picking up supplies and equipment.
- Performs other related functions as assigned or required.

Requirements

- High school diploma or equivalent preferred with five years of custodial experience and/or any combination of education and experience that provides similar knowledge, skills, and abilities.
- Candidate must possess a Connecticut driver's license and be able to successfully complete a complex background investigation.
- Requires the ability to provide guidance, assistance, and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures, and standards to specific situations.
- Requires the ability to utilize a wide variety of reference data and information such as safety data sheets, production orders, operating instructions, repair orders, vehicle and equipment reports, diagrams, manuals, schedules, and records.
- Requires the ability to communicate orally and in writing with the Library Director, direct supervisor, and staff, and coordinate with Town departments, vendors, and other service providers.
- Requires basic computer skills including email, Microsoft Word, and library calendars. Knowledge of other related technology a benefit.
- Requires the ability to perform addition, subtraction, multiplication, and division, and to calculate percentages and decimals.
- Requires the ability to operate, calibrate, tune, synchronize, and perform complex rapid adjustment to light equipment and tools, and/or related materials used in performing essential functions.

- Requires the ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements such as operating equipment.
- Tasks involve the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling moderately heavy objects and materials, twenty to fifty pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, and sounds associated with job-related objects, materials, and tasks.

Hours and Compensation

25 hours per week at \$20.50/hour. 13 paid holidays, plus paid time off (requires prior approval).

Reports to: Head of Public Services

Employment Status: Part-time, non-exempt/hourly

To apply: Send a meaningful cover letter, resume, and contact information to three references to scrantonlibraryhr@scrantonlibrary.org. Position open until filled.

Disclaimer: Nothing in this job description restricts the E. C. Scranton Memorial Library's right to assign or reassign duties and responsibilities to this job at any time. This description reflects the E. C. Scranton Memorial Library's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned. The job description is subject to change at any time.

The E. C. Scranton Memorial Library is an equal opportunity employer and does not discriminate as to age, race, color, creed, marital status, national origin, sexual orientation, disability, or other protected status under state and federal laws. Employment with E. C. Scranton Memorial Library is contingent upon a successful background check.