

POSITION: Maintenance Assistant

REPORTS TO: Maintenance Supervisor

POSITION SUMMARY: Performs general routine cleaning and maintenance assistance of the library building's three floors and outside grounds. Ability to open and the close the library. Act in a security capacity.

20 hours a week, primarily evenings, plus one Saturday a month.

DUTIES:

1. Mop stairwells, floors and hallways.
2. Carpet sweeping.
3. Restroom cleaning and upkeep.
4. Empty books from outside drop box and deliver to front desk.
5. Monitor parking lot when needed.
6. Minor snow removal and salting.
7. Set up and tear down tables/chairs in community meeting room.
8. Security patrol of all three floors.
9. Ask any patrons who won't abide by library rules and regulations to leave the premises; call police when necessary.
10. Regularly perform closing duties, including securing building at end of daily operations.
11. Occasionally perform opening duties, including preparing building for business before start of daily operations.
12. Other duties as assigned.

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Mechanical aptitude
3. Ability to communicate well

PHYSICAL DEMANDS:

Considerable walking in the work area  
Able to sit and stand for long periods of time  
Able to lift or move 80 lbs  
Crouching (bending of the knees)  
Stooping (bending at the waist)

Interested candidates should submit application and resume to [campub@cclsys.org](mailto:campub@cclsys.org).