



March 2020

Position Available: Library Page
Maintenance Department

Starting Salary: \$11.00 per hour

Part-time Position: 24 hours per week; including evenings and weekends

Please include your resume and application

http://history.farmlib.org/pdfs/Employment_Application_3_2018.pdf to:

**Diane Serresseque, Executive Assistant
Farmington Community Library
32737 West 12 Mile Road
Farmington Hills, MI 48334
Diane.Serresseque@farmlib.org**

Job Summary:

The work of the Library Custodial Page, working under the supervision of the Facilities Coordinator, is integral to the cleanliness and smooth operation of the Library. Custodial Pages help keep the Library and its grounds in good order by completing cleaning duties, building upkeep, and general repairs. Tasks to be performed at both library locations as needed. Valid driver's license required.

Essential Duties/Responsibilities may include, but are not limited to:

- Meeting room setup
- Surveying building exterior and grounds, picking up trash
- Removing snow; salting when necessary
- Cleaning and disinfecting bathrooms, refilling paper towels and toilet tissue

- Vacuuming and wet mopping
- Emptying waste baskets throughout the building, emptying paper shredders
- Assisting with daily delivery between library locations
- Cleaning refrigerator and microwave
- Cleaning public service desks, study carrels and tables in public areas
- Dusting throughout the building, cleaning glass doors
- Assisting with landscaping and gardening
- Changing light bulbs

Additional tasks assigned by Facilities Coordinator and/or Librarian-in-Charge

Physical Activity Requirements:

[Degree of physical demands (strength) usually associated with the essential functions of the job]

- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and or up to 20 pounds of force constantly to move objects.
- Other physical requirements generally associated with the essential functions of the Custodian are: shoveling snow and ice salting in hazardous cold weather conditions.
- The ability to lift, push, and or pull up to 20 lbs., and to push carts weighing up to 200 lbs.
- The ability to sit, stand and walk for long periods
- The ability to bend, reach, crouch or stoop
- Sufficient vision, speech and hearing, which will permit employee to successfully perform functions of this position.

Equipment Commonly Associated with this Job:

Computer equipment plus peripherals, telephone reception system, microform reader printers, copiers and other office machinery, among others, shovels, snow blowers, vehicles, hand trucks, etc.