JOB POSTING

YPSILANTI DISTRICT LIBRARY

Full-Time Building Monitor/Custodian

BUILDING MONITOR/CUSTODIAN works 40 hours/week divided as needed by YDL between the two sets of duties below. Position expected to become full-time Building Monitor without Custodial duties when new branch library opens in 2020.

NATURE OF BUILDING MONITOR WORK: Under the supervision of the Facilities Manager, monitors buildings, grounds, and parking lots of YDL facilities to maintain a safe and secure environment for patrons and staff. Typical duties include:
- Continually patrols the Library building, parking lot, grounds, entrances, public restrooms
- Explains to the public and enforces the YDL Patron Behavior Policy and other policies
- Routinely interacts with library patrons and staff to promote a safe and welcoming environment
- Properly handles accidents, injuries, and other emergencies as they arise
- Monitors staff areas and accompanies staff to parking lot at end of shift
- Utilizes video surveillance software to monitor, review, and capture images when necessary
- Reports damage to the building, furnishings, or equipment
- Completes detailed incident reports using custom software
- Monitors staff areas and accompanies staff to parking lot at end of shift
- Communicates with Full-Time Building Monitor regularly and works with law enforcement when warranted
- Makes recommendations regarding safety/security procedures, policies, equipment and needs

NATURE OF CUSTODIAL WORK: Custodial duties as assigned by the Facilities Manager, including, but not limited to:
- Performs janitorial work to maintain a welcoming environment for library visitors: vacuuming, dusting, cleaning bathrooms, cleaning kitchens, glass cleaning, etc.
- Sets up and tears down furniture in meeting rooms
- Maintains landscaping and grounds

QUALIFICATIONS:
- High School diploma or equivalent
- Excellent public service attitude, conflict resolution skills and ability to defuse tense situations
- Knowledge of security principles and practices
- Punctual, flexible, and dependable
- Communicates effectively with staff and public, both verbally and in writing
- Experience working with diverse populations, with teens, and in an urban setting
- Ability to think and act quickly in emergencies
- Possesses a valid Michigan Driver’s License and reliable transportation
- Proficient in use of computers
- Mechanical aptitude and attention to detail
- Ability to stand, walk, and lift heavy objects

HOURS: Full-time, 40 hours per week, including regularly scheduled evenings and weekends.

SALARY/BENEFITS: $26,000-$31,200 annual salary ($12.50-$15.00/hour) dependent on experience, comprehensive benefits package including generous paid time off, 12 paid holidays, family coverage for health, vision, and dental insurance, employer contribution to retirement and voluntary 457 plan.

TO APPLY: Send resume, cover letter, and application form (available at www.ypsilibrary.org) by Friday, February 22, 2019 to: lisa@ypsilibrary.org -OR-
Human Resources/Ypsilanti District Library, 5577 Whittaker Road, Ypsilanti, Michigan 48197

Ypsilanti District Library is an equal opportunity employer.