

Title V Senior Community Service Employment Position

The library is seeking a part-time Title V eligible employee to provide cleaning services. This position reports to the Library Manager.

Duties & Responsibilities:

Monitor cleanliness of entry doors and clean as needed

Run vacuum cleaner; during operating hours, keep carpet and hard surface flooring clean using a manual carpet sweeper or battery sweeper, being aware of noise considerations

Dust library shelving and display areas

Clean and sanitize surfaces at the self-checkout station and service window

Clean and sanitize countertops and tables

Empty trash

Monitor employee restrooms for cleanliness, clean sinks and mirrors, check paper towel and soap supplies and advise Library Manager if they need replenished

Clean and sanitize water fountains

Pick up books and materials that are no longer in use and place them in appropriate area for reshelving

Sweep outdoor sidewalks and patios

While in the public area, answer basic directional questions assisting visitors with locating restrooms or specific areas in the library; refer visitors to the service window or help desk for further assistance if needed

Other cleaning and straightening tasks as needed

Requirements:

High School diploma

Friendly and welcoming to visitors

Conscientious and able to work independently

Must be able to bend to reach low spaces for cleaning or make modifications (working from a seated position, etc.)

Must be able to work safely with cleaning products

