

Marshall District Library

Job Posting

AVAILABLE POSITION: Part-time Library Cleaner

WORK SCHEDULE: Average 18-20 hours per week, including some weekend hours

PAY RATE: \$16.27 per hour with merit increases; benefits include retirement plan options, paid holidays

JOB SUMMARY: The part-time Library Cleaner is responsible for the daily cleaning of the library interior based on a written schedule. Cleaning responsibilities include: routine cleaning of library interior and furnishings, routine minor repairs of furnishings and bathroom fixtures, preparing supply orders, occasional extra cleaning after events/programs, collection of library trash interior and exterior and placement of trash into receptacles, special projects as needed.

REQUIREMENTS: Minimum high school degree. General skills and experience in commercial cleaning. Ability to work unsupervised in an efficient manner. Ability to communicate with supervisor and library staff.

Individual must have the manual dexterity and coordination required to perform duties. Moderate physical effort required involving long periods of standing/moving and lifting moderately heavy objects.

APPLY: Submit application or resume providing details of relevant experience to: Angela Semifero, Library Director, Marshall District Library, 124 W. Green Street, Marshall, MI 49068. Electronic submissions to: SemiferoA@YourMDL.org. Application available in person at the library or online at www.YourMDL.org.

DEADLINE: Application materials will be accepted through 5:30 pm on Friday, August 16.

PLEASE NOTE: All candidates will be notified of our decision by mail or email within 3-4 weeks after the deadline date. We ask that no inquiries be made about the status of your application during this period. Marshall District Library is an Equal Opportunity Employer.