

TITLE Substitute Building Services Assistant

JOB CLASSIFICATION Grade 200, Regular, Nonexempt

HOURS As needed. Evening and weekend hours required.

REQUIREMENTS

Education/Experience

High school degree required. Institutional cleaning experience helpful.

Knowledge/Skills

Familiarity with all aspects of custodial work. Ability to work effectively and communicate with a wide variety of coworkers and members of the general public.

Working Conditions

Light to heavy work performed predominantly inside the library facility. Involves lifting, carrying, pulling, and pushing on a regular basis.

REPORTS TO Building Services Manager

POSITION(S) SUPERVISED None

BRIEF DESCRIPTION

BASIC SUMMARY

Westlake Porter Public Library's mission is “. . . to educate, empower, enlighten, and excite by serving as premier knowledge provider, a family activity center, and Westlake's information and community commons.” This position assists in accomplishing this mission by ensuring a clean, attractive and safe environment for staff, patrons and visitors through the performance of daily housekeeping.

ESSENTIAL POSITION DUTIES**% of Time****1. Cleaning and Housekeeping Tasks****(90%)**

- Cleans and mops restrooms, staff and meeting room kitchens, entranceways, and rooms with tiled floors.
- Vacuums and sweeps all areas of the building.
- Dusts and cleans all countertops, shelves, computers, desks, tables, and any other surface areas, to include both public and office workstations.
- Cleans all sinks, toilet bowls, urinals, refrigerators, microwaves, and ovens in building.
- Empties trash cans and recycling and transports trash and recycling to the dumpster area on a daily basis.
- Cleans all glass, mirrors, and windows inside of the building as needed.
- Refills paper products and soap dispensers as needed.
- Sets up, takes down and otherwise arranges meeting rooms for classes, meetings and special events.

2. Safety**(10%)**

- Ensures that entranceways and exits are clear and free from obstructions.
- Ensures that all areas of the building are clean and orderly, free of debris and/or hazards.
- Keeps Building Services Manager informed of any areas or items in the building requiring repair, maintenance or servicing.

3. Communication and Teamwork**(Ongoing)**

- Keeps informed of library activities and policies by attending departmental and general staff meetings and by participating in other workshops or training when appropriate and as requested or required.
- Serves as a positive part of the Building Services Team by communicating effectively with coworkers and supervisors; by assisting the Building Services Manager in all aspects of providing good customer service to the public and other departments; and by understanding, performing, and conveying the library's role, mission, and values.
- Performs miscellaneous related additional duties as needed by the library and assigned by the Building Services Manager.

PHYSICAL DEMANDS CHECKLIST

PHYSICAL STRENGTH FACTORS:

- Lifting Yes No
- Pushing Yes No
- Pulling Yes No
- Carrying Yes No
- Reaching Yes No
- Gripping Yes No
- Does job require reaching above shoulders?
 Yes No
- Does job require reaching to floor level?
 Yes No

If yes, list maximum weight: 50 lbs.

PHYSICAL MOBILITY FACTORS:

- Throwing Yes No
- Sitting Yes No
- Standing Yes No
- Walking Yes No
- Climbing Yes No
- Stooping/Bending Yes No
- Crouching Yes No
- Kneeling Yes No
- Crawling Yes No
- Twisting Yes No
- Balancing Yes No

SENSORY/PERCEPTUAL FACTORS:

- HEARING:**
- Conversation Yes No
 - Sounds Yes No
- VISION:**
- Far Yes No
 - Near Yes No
 - Color Yes No
 - Depth Yes No
- PERCEPTION:**
- Spatial Yes No
 - Form Yes No
 - Feeling Yes No

WORK ENVIRONMENT:

- Inside Work Yes No
- Outside Work Yes No
- Hot/Cold Yes No
- Fumes Yes No
- Traveling Yes No
- Working Alone Yes No
- Working in a Group Yes No
- Interacting with the Public Yes No

HAZARDS:

- Machines Yes No
- Electrical Yes No
- Sharp Tools Yes No
- Slippery floors Yes No
- Congestion Yes No
- Heat/Cold Yes No
- Dust/Vapor Yes No

OPERATE:

- Equipment Yes No
- Telephone Yes No
- Computer Yes No

ACCESSIBILITY FACTORS:

- Doors Yes No
- Aisles Yes No
- Tables Yes No
- Telephones Yes No
- Staff Room Yes No
- Bathrooms Public Yes No
- Drinking Fountain Yes No
- Parking Yes No