

TITLE	Building Services Associate
JOB CLASSIFICATION	Grade 300, Facilitator/Associate Tier, Regular, Non-N exempt
HOURS	Part Time (32 hours per week). Evening and weekend hours required. Required to adapt to future schedule changes, depending upon department and library-wide needs.

REQUIREMENTS

Education/Experience

High school degree required. Institutional cleaning experience required. Successful completion of job-related technical school or college coursework desirable.

Knowledge/Skills

Knowledge of all aspects of custodial work. Familiarity with building safety and security. Ability to perform minor repair work and routine maintenance. Ability to work effectively and communicate with a wide variety of coworkers and members of the general public. Valid Ohio Driver's License.

Working Conditions

Light to heavy work performed both inside and outside of the library facility. Involves lifting, carrying, pulling, pushing, and working in extremes of cold and heat.

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 1) ensuring a clean, attractive, safe and secure environment for employees, patrons and visitors through the performance of daily cleaning and maintenance, including the preservation of the library's building, furniture, equipment and grounds 2) setting up and taking down conference and meeting rooms, A/V equipment or other items as requested by staff, patrons and visitors using the building or grounds and 3) assisting the public and library staff as needed and/or requested.

ESSENTIAL POSITION DUTIES**1. Cleaning and Housekeeping (50%)**

- 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 transports trash to the maintenance area on a daily basis.
- Cleans all glass, mirrors, and windows inside of the building.
- Waters and maintains plants and trees in the building.
- Cleans and polishes all wood surfaces to include cabinets, doors, bookcases, and desks.

2. Room Arrangement (30%)

- Sets up, takes down and arranges areas of the meeting rooms and conference rooms for classes, meetings, workshops, and special events, as needed.

3. Safety and Security (10%)

- Keeps entranceways and exits clear and free from obstructions.
- Keeps all areas of the building clean and orderly, floors dry and free of debris or hazards.
- Keeps Building Services Manager informed of any areas or items in the building requiring repair, maintenance, or servicing.
- Shovels and salts entrance and walkways as needed.
- Locks and unlocks the building, to include the setting of the building security system.
- Keeps the loading dock area clear and safe by:
 - Unloads, checks, signs, and properly routes incoming deliveries.
 - Loads and delivers outgoing deliveries.
- Encourages...

4. Special Projects (10%)

- Performs routine maintenance and repairs, such as
- Cleans building carpeting and upholstered furniture utilizing the carpet cleaning extractor.
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5. Communication and Teamwork (Ongoing)

POSITION DESCRIPTION

Building Services Associate

- 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 relate 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: 70 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

