

FORSYTH COUNTY PUBLIC LIBRARY NOTICE OF JOB OPENING

CLEANING ASSISTANT – Part-time (25 hours)

This position will rotate coverage daily at each branch.

(Current weekly schedule involves one day at Cumming Library, one day at Hampton Park Library, one day at Post Road Library, one day at Sharon Forks Library, and one day at the Administrative Offices.)

JOB OVERVIEW:

This position performs a variety of cleaning and janitorial tasks to supplement the library's contracted daily janitorial service. The work involves cleaning, dusting, and sanitizing a variety of surfaces in the library's public areas, entryways, and staff work areas. This position helps to ensure that library facilities are clean, attractive, and safe for use by patrons and staff. Reports to the Facilities and Construction Manager, and rotates coverage at different library locations.

PAY RATE: \$10.82/hour – Non-exempt status.

SCHEDULE: Part-time, 25 hours per week, Monday through Friday. Current schedule 8:00 a.m. to 1:00 p.m. Rotating assignment to all library locations, working at a different location each day of the week.

GREAT BENEFITS!

- Annual Leave (16 days), Sick Leave (13 days), Holidays (11 days). Teacher's Retirement System of GA.
- Free: Life (2x pay), Short-term Disability, and Long-term Disability insurances.
- Other options include: Dental, Vision, additional Life, Critical Illness, Legal, Flexible Spending Accounts.

JOB RESPONSIBILITIES:

Note: This position is intended to supplement the contracted janitorial service that is responsible for vacuuming, trash removal, restroom cleaning, and other tasks that need to be performed daily at all locations.

- **Performs a variety of cleaning tasks.** Dusts or cleans flat exposed surfaces at desk, table, counter, and file cabinet level. Dusts library shelving, including top and bottom shelves. Cleans interior and exterior glass and window surfaces. Cleans flooring, light fixtures, signage, and other surfaces as required.
- **Sanitizes surfaces commonly touched or handled by patrons or staff.** Sanitizes door handles, light switches, and water fountains. Cleans and/or sanitizes surfaces of patron computers and other equipment as instructed.
- **Cleans and disinfects staff break rooms,** including break room furniture, cabinetry, appliances, sink, and handles. Replenishes soap products and paper products.
- **Cleans building entryways and outdoor areas.** Sweeps outdoor patios, courtyards, loading dock areas, and doormats. Picks up trash. Removes debris and spider webs from entryways, light fixtures, and exterior surfaces.
- **Performs related activities.** Services restrooms. Empties trash containers. Conducts periodic cleaning projects (e.g., thoroughly cleaning meeting room tables and chairs). Follows safety procedures. Reports building problems. Uses good judgment in identifying work priorities, selecting proper cleaning methods and products, and planning work activities to cause minimal disruption to patrons and staff. Provides quality service to internal customers.

REQUIREMENTS:

- **Minimum:** HS Diploma/GED. Ideal candidate will be a self-motivated, hard worker who takes pride in doing a great job. Strong attention to detail, with ability to identify areas that need cleaning and initiative to keep facilities clean. Knowledge of methods, materials, products, and equipment commonly associated with janitorial work. Knowledge of occupational hazards and safety precautions. Basic computer skills, including e-mail.
- **Preferred:** Experience in housekeeping, janitorial, or custodial work.

TO APPLY: Submit **Cover Letter & FCPL Application** (available at www.forsythpl.jobs or library information desk) to: Human Resources—Posting #E-1909, Forsyth County Public Library, 585 Dahlonga Street, Cumming, GA 30040. **Deadline: March 26, 2019.** Ques: FCPL-jobs@forsythpl.org or 678-513-9372.

NOTE: Requires frequent periods of standing, walking, & moving throughout library, with frequent & extended periods of stooping, bending, squatting, kneeling, reaching, crawling, & climbing. Requires high degree of manual dexterity & repetitive hand movement. Frequent lifting, carrying, pushing, pulling, and/or moving objects of moderate weight (10-20 pounds, and occasionally heavier objects & materials (up to 40 pounds). On a daily basis, incumbent climbs a stepstool or ladder, and is exposed to dust, dirt, odors, fumes, wetness, machinery, vibrations, electric currents, cleaning chemicals, pathogenic substances, or outdoor weather conditions.

All offers of employment are contingent upon successfully passing the appropriate background checks & drug screening.

FCPL is an Equal Opportunity Employer and does not discriminate on the basis of race; color; religion; sex; national origin; age; disability; genetic information; uniformed service status; pregnancy, childbirth or related medical conditions; or any other legally protected category.