



# POSITION AVAILABLE

## Part-time Maintenance Assistant

The Burton Public Library is seeking a motivated individual to work in the Maintenance Department . Applications available at the Library Circulation Desk.

**Hours:** Part-time, 15 hours per week, includes mornings and weekends

**Salary:** Starting salary \$9.50—\$11.50 per hour (based on experience)

**Qualifications:** Must be at least 18 years of age  
No previous experience necessary  
Valid Ohio Driver's License  
Dependable work habits  
Ability to work with staff  
Ability to move and lift 50 lbs. and move up to 100 lbs. with assistance

**Primary Responsibilities:** Assist Maintenance Supervisor with library building duties

**Responsibilities:** Maintenance duty schedule attached to application

## CUSTODIAL CLEANING SUPPLEMENT

### GENERAL CLEANING

- Empty all waste receptacles and replace liners
- Dust all furniture including desks, chairs and tables
- Dust all exposed filing cabinets and tops of book cases
- Clean and disinfect all telephone equipment
- Clean and dust all office equipment
- Clean and sanitize drinking fountains
- Spot clean lobby glass doors
- Dust Venetian blinds
- Dry dust wood paneled surfaces
- Remove dust and cobwebs from ceiling areas
- Clean elevator
- Spot clean walls

### WASHROOMS

- Scour and disinfect toilet seats
- Wash all lavatory floors thoroughly using disinfectant in scrubbing water
- Clean and sanitize all basins, bowls and urinals
- Refill all dispensers to normal limits: Soap, towel, tissue, liners, seat holders, & cups
- Clean and polish all glass and mirrors
- Empty all containers and disposals and replace all liners
- Remove spots, stains, and splashes from walls

### FLOOR CARE

- Dust mop all floors
- Damp mop all floors (rear stair tower)
- Clean basement floor using Shopvac
- Vacuum all carpeted areas
- Inspect all carpets for spots ( remove if possible )

### GENERAL CLEANING MISCELLANEOUS

- Wash windows
- Wash chandelier globes
- Wash walls in restrooms
- Damp clean furniture
- Clean and dust lights