

Position Title: Cleaning Assistant
Department: Maintenance
Hours: Part Time
Pay Grade: 13 (\$13.16-\$18.42)



Qualifications: High School Diploma or GED
Work days/evenings/weekends
Previous cleaning experience desirable

Position Description: Work is performed under regular supervision or in accordance with general instructions, requiring the occasional exercise of independent judgment.

Essential Duties and Responsibilities:

1. Cleans carpeting
2. Mops hard floors
3. Cleans furniture, shelves, equipment, restroom fixtures, and glass in windows/doors
4. Empties trash containers
5. Seasonal outdoor duties as needed
6. Assists with Program Room setup and teardown
7. Assists with incoming donations of materials and deliveries

Required Abilities:

1. Ability to lift and move a minimum of 50 pounds
2. Ability to perform repeated reaching, bending, climbing, and squatting
3. Ability to read simple instructions and write
4. Ability to follow directions
5. Ability to perform basic housekeeping tasks
6. Willingness to learn cleaning methods
7. Ability to work independently
8. Normal courtesy and tact

NOTE: This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of the Marion Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.

Employee Acknowledgement:

I have read and understand this position description.

Employee

Date