

## Janitor

20 hours per week, with occasional extra hours as needed. Work hours fall generally between the hours of 7am and 3pm Monday through Friday, subject to change per library needs. Occasional weekends or holidays may be required for carpet cleaning and other projects that need to be done when the library is closed.

Under the supervision of the Director, the Janitor is responsible for daily cleaning of the library and the library annex, light handyman work, emergency cleanups, heavy lifting/moving, and other general facilities-related tasks.

### ESSENTIAL FUNCTIONS:

- Clean in and around the library and library annex on an assigned schedule per specifications
- Replace light bulbs, make simple repairs, deal with minor plumbing issues, etc.
- Recommend work and major repairs needed to the Director
- Move boxes of books and other heavy items as needed by staff
- Any other duties required for the good of the Department and the Library

### PREFERRED QUALIFICATIONS:

- Janitorial experience
- Basic skills required to perform simple building repairs and projects
- Driver's license and insurance
- High School Diploma or GED
- 4 years relevant work experience

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** *Work is performed primarily in a library environment. Physical exertion is frequently required to lift and move objects, including crates and boxes weighing up to 100 pounds, as well as to push & pull objects weighing more than 100 pounds on wheels or slide pads and/or with assistance. Sufficient vision or other powers of observation are essential to permit the employee to read and write and read information on a computer screen. Often, the employee must move and retrieve materials from high and low locations, including climbing ladder steps into attic. Ability to communicate with staff, patrons, and contractors in person & on the phone. Frequent exposure to dust, odors, and fumes, bodily fluids; occasional exposure to needles and drug paraphernalia; and normal office exposure to noise, stress, and interruptions. Frequent outdoor work and occasional local travel. Reasonable accommodations may be made to enable individuals with disabilities to perform the non-essential functions.*

**SALARY & BENEFITS:** This is an hourly, non-exempt position. \$19/hour and includes participation in Oregon Public Employees Retirement System (PERS), sick & personal leave, and paid holidays. The library is closed on Sundays and most holidays.

*The Chetco Community Public Library District is an equal opportunity employer providing employment opportunities for all applicants and employees without regard to race, color, religion, sex, age, disability, national origin, veteran/military status, genetic information, or any other characteristic protected by law.*