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EMPLOYMENT OPPORTUNITY: Facility Services Assistant

Date: May 1, 2024

Hours: Part-time, 20 hours per week

Starting Salary: \$11.00 per hour

The Library offers a comprehensive benefits package, including paid vacation and sick leave, 12 paid holidays, voluntary life insurance benefits, and retirement through the Ohio Public Employees Retirement System (OPERS). This position is not eligible for health or dental insurance.

ABOUT THE LIBRARY

Since 1903, the Barberton Public Library has been an essential community asset. It is our mission to promote independent thought and community interaction by providing services and resources necessary for individuals to pursue educational, creative, personal, and professional interests.

JOB RESPONSIBILITIES

The Barberton Public Library is seeking an enthusiastic and highly motivated individual to assist in maintaining its facilities and grounds. Primary duties of this position include daily janitorial tasks, such as cleaning restrooms and vacuuming, seasonal outdoor tasks, such as lawn mowing and snow removal, and meeting room set-up. Work may also include moving books and furniture as needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

The successful candidate will demonstrate the ability to understand and follow instructions, to work safely with cleaning agents, janitorial equipment, and lawn maintenance tools, and to effectively communicate and work with customers and staff in a personable and professional manner. A flexible schedule, including days, evenings, and weekends, will be required. A high school degree or equivalent is preferred.

DEADLINE FOR APPLICATION

The position is open until filled, but applications received on or before Friday, May 24, 2024 will be given first consideration. For consideration, applicants should submit a resume and application, available at www.barbertonlibrary.org, to employment@barbertonlibrary.org or mail them to:

**Director
Barberton Public Library
602 W. Park Avenue
Barberton, OH 44203**



The Barberton Public Library is an Equal Opportunity Employer