



## **FACILITIES ASSISTANT-CLEANER (PART-TIME)**

### **New Canaan Library Mission**

To be an essential place for lifelong learning and a vibrant hub for knowledge, culture and connection for everyone in the community

### **Our Values**

Lifelong learning  
Community  
Inclusion

### **Overview**

This is a part time position of up to 29 hours per week, including regular evening or weekend shifts, reporting to the Facilities Manager

### **Role Purpose**

New Canaan Library is seeking to add a qualified part-time candidate to support the Facilities Manager and ensure that the physical plant of New Canaan Library is clean, tidy and in good working order at all times

### **Responsibilities**

- Daily cleaning of bathrooms and other public spaces to an exceptional standard as directed by the Facilities Manager. Includes cleaning furniture, carpets, windows, etc.
- Cleaning of our teaching kitchen facility in accordance with the SafeServ/QFO standards set by the State and Local authorities
- Set up and take down of meeting rooms throughout the day as directed by the Facilities Manager to support the operations of the library and outside rentals
- AV support for our programming team
- Organize and inventory cleaning supplies with an eye to maximizing space utilization

### **SKILLS AND ATTRIBUTES**

- Attention to detail and diligent work ethic
- Basic understanding of building systems including BMS, Elevator (training provided)
- Familiarity and comfort with AV systems
- Ability to shift from one task to another as daily priorities change
- Strong service ethos and communication skills
- Basic computer skills
- Self-starter who takes initiative

## **REQUIREMENTS**

- Physically demanding role that includes moving furniture as well as other physically taxing tasks
- This position requires physical strength to lift, bend, and reach for items
- Must be comfortable lifting and maneuvering up to 75 pounds
- Previous work in a public setting a plus
- Part time position of up to 29 hours per week, including regular weekend and occasional evening shifts
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## **Benefits and Compensation**

- Hourly rate of \$17.00
- PTO in lieu of vacation, sick leave or personal leave in accordance with the Library's Personnel Policy Manual

Please send a cover letter and resume to [recruitment@newcanaanlibrary.org](mailto:recruitment@newcanaanlibrary.org). Position(s) will remain open until filled.

Posted May 10<sup>th</sup>, 2023

## **New Canaan Library Employment Statement**

New Canaan Library, Inc. is an essential place for lifelong learning and a vibrant hub for knowledge, culture, and connection for everyone in the community. Our goal is to be a diverse workforce that represents our community at all job levels, as well as a staff that effectively connects across cultures with each other and those we serve. We are committed to providing opportunities without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law.