

Zion-Benton Public Library District

Job Description

Title:	Maintenance and Security Assistant I
FLSA Status:	Non-exempt, Part-Time
Schedule:	16 hours per week, flexible hours
Reports To:	Lead Security Monitor
Jobs Supervised:	None
Job Summary:	Under the general supervision of the Lead Security Monitor, performs a variety of routine and non-routine tasks associated with the overall operation and maintenance of the library facility and grounds and acts as member of security team.

Responsibilities:

- Sets up rooms for meetings, programs, etc.
- Performs emergency cleanup (spills, etc.)
- Performs daily maintenance: vacuums, empties trash and recycling, and picks up litter.
- Performs seasonal maintenance: shovels snow and ice; waters plantings, mows and trims.
- Performs monthly rounds to inspect interior and exterior items as per checklist.
- Unloads, inspects, and stores or delivers incoming equipment and furnishings in absence of supervisor.
- Performs minor repairs and maintenance assistance as requested by supervisor or staff.
- Patrols public areas. Enforces appropriate behavior, referring to the library behavior policy and the monitor guidelines.
- Ascertains degree of infraction and issues appropriate response based on library policy.
- Secures building at closing; prepares building for opening.
- Responsible for staff safety when leaving at closing.
- Handles unattended children per library policy.
- Contacts police as necessary.
- May escort patrons to their cars.
- Unlocks meeting room as needed.
- Attends and participates in staff, department, and other job-related meetings.
- Performs other duties as assigned.

General requirements for all library employees:

- Commitment to providing uniformly gracious and friendly service to all people.
- Ability to establish and maintain harmonious working relationships.
- Commitment to the library's mission and goals.
- Ability to read, write and speak English.
- Ability to give and receive instructions in English.
- Alpha-numeric recognition skill.
- Ability to exercise good judgment.
- Ability to use basic office equipment: telephone, fax, e-mail.

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- Honest, punctual, accurate, able to maintain confidentiality.
- Ability to pass a criminal background check.

Knowledge, skills, abilities:

- Knowledge of cleaning procedures.
- Basic understanding of building repair (plumbing, electrical, carpentry, painting, power equipment).

Physical requirements:

- Full range of motion, including standing, sitting, or walking for extended periods.
- Bending, stooping, and reaching to retrieve library materials.
- Ability to move a two-sided book cart loaded with up to 300 lbs. of books and other library materials.
- Manual dexterity and eye-hand coordination to move furniture or materials or to operate automated equipment.
- Must be able to lift items weighing up to 50 lbs.

Qualifications:

- High school graduate or equivalent.
- Schedule will include evenings and weekends.
- Valid driver's license and good driving record.

This is a part-time position with limited benefits, including pro-rated personal time. Schedule is flexible. The pay range for new hires in this position is \$14.04 to \$22.46 per hour, depending on qualifications.

To Apply: email cover letter, resume, and online application to Robin Smith, Library Director at rsmith@zblibrary.org. The position will be open until filled.

Zion-Benton Public Library District is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.