

Job Opportunity - Caretaker

Perth & District Union Public Library seeks applications for the permanent part-time position of caretaker.

Hours: Part-time, 18 hours per week

Salary range: \$16.21-\$23.67/hour

Anticipated start date: June 12, 2017

Qualifications:

- Ability to work independently
- Ability to use cleaning and maintenance equipment effectively and safely
- Knowledge of health and safety regulations related to working with equipment and chemicals
- Good working knowledge of basic plumbing, heating, and carpentry
- Physical ability to move heavy equipment, shovel snow, etc.

Responsibilities:

- Clean all public and staff areas of the library:
 - Mop floors and vacuum carpets
 - Empty and clean waste and sanitary bins
 - Refill paper towel, toilet paper, and soap dispensers
 - Clean toilets, sinks, and vanities
 - Pick up garbage inside and outside building
 - Wipe counter tops
 - Clean windows
 - Dust shelves and windowsills
- Mow lawn, rake leaves, and remove snow as required
- Check lightbulbs, filters, etc., and replace or recommend repairs as necessary
- Place garbage and recycling bins on the curb on appropriate day
- Set up meeting room when requested
- Communicate with vendors and service providers when maintenance is required
- Perform monthly safety check of building, including fire extinguishers, alarms, and panels, and report to CEO
- Report any maintenance needs to the CEO as soon as observed
- Other duties as assigned

Application deadline: noon, Thursday June 1, 2017

Send resume, cover letter, and contact information for three references to:

Erika Heesen, CEO
Perth & District Union Public Library
30 Herriott Street, Perth ON K7H 1T2
or by email to: eheesen@perthunionlibrary.ca