

Perth & District Library seeks applications for a casual caretaker.

Hours: on an as-needed basis

A casual position at the library is an elect-to-work position. You'll be asked to cover shifts as needed due to vacation, illness, or other short-term leaves or vacancies, when regular staff are not available.

Salary range: \$18.23/hour, plus \$1.10 in lieu of benefits (2024 rates)

Anticipated start date: immediately, shifts available August 6-10, 2024

About the library:

The Perth & District Union Public Library serves the Town of Perth and Townships of Drummond/North Elmsley and Tay Valley. The library is a two-story building located at 30 Herriott St, Perth, ON. The library lends books, DVDs, digital eBooks and more, provides internet access and meeting spaces, and offers activities online and in-person.

What you'll do:

- 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
- Place garbage and recycling bins on the curb on appropriate day
- Report any maintenance needs to the CEO as soon as observed
- Other duties as assigned

What we're looking for:

- 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.

How to apply:

Send resume and cover letter to:

Erika Heesen, CEO, Perth & District Union Public Library
30 Herriott Street, Perth ON K7H 1T2

or by email to: eheesen@perthunionlibrary.ca

Tired of writing cover letters? We really just want to get to know more about you and why this position interests you. We are not concerned about format. Bullet points, TikToks or slideshows are also welcome.

Application deadline: 5pm, Tuesday, July 23, 2024

Any questions about the position or accessibility requests can be sent to Erika Heesen, CEO at eheesen@perthunionlibrary.ca or 613-267-1224. Perth & District Union Public Library is dedicated to employment equity.