

ICL Job Description: Janitorial position

Position Title: Library Assistant

Position Type: Paraprofessional

Employment Status: Non-Exempt, Part time

Range of Pay: Minimum wage up to \$20.00

Reports to:

Facilities Manager

Library Director

Background: The Ignacio Community Library (ICL) is a center that brings people and ideas together for learning and personal growth. ICL is located in the town of Ignacio, Colorado, and is surrounded by the Southern Ute Indian Reservation. ICL provides quality materials, services, and programs that fulfill educational, informational, cultural, and recreational needs of the community without regard to age, sex, race, religion, national origin, handicap, or economic status.

Position Overview:

This employee's primary responsibility is to maintain the cleanliness and safety of the building, including: vacuum carpets, clean floors, counters and bathrooms, wash windows and screens, collect and dispose of trash. Disinfect high touch point surfaces. Inform Facilities Manager or Director of repair needs.

This description is not comprehensive but is intended to be illustrative of the nature of the work to be performed by a person in this classification. Employees may perform other related duties as established to meet the ongoing needs of the organization.

Physical Demands of the Position: The ability to walk, stand, and perform assigned duties for up to four hour shifts is required. The employee is occasionally required to climb up and down step ladders, balance, reach, stoop, kneel, crouch, or crawl. The employee must be able to push and pull cleaning equipment with repeated motion, some weighing up to 20 pounds, and lift up to 50 pounds.

Required Training and Experience:

High School Diploma required or equivalent GED. Janitorial experience preferred.