



Custodial Page – Facilities Department

The Farmington Community Library is a District Library serving the communities of Farmington and Farmington Hills with two locations, 12 Mile and Liberty Street. FCL embraces diversity and promotes inclusion in its hiring and operations. The library actively seeks individuals whose commitments and contributions will advance our mission to be a diverse and equitable organization. We seek applicants from all backgrounds to ensure we get the best, most creative talent on our team and reflect the community we serve.

Position Available: **Part-Time Custodial Page
Facilities Department**

Salary: **\$14.00 per hour**

Part-Time Position **up to 20 hours per week; including nights and weekends**

Please include a cover letter, resume and application. Application is available at [Employment_Application here](#)

Send to:

Crystal Peterson, Executive Assistant
Crystal.Peterson@farmlib.org
Farmington Community Library
32737 West Twelve Mile Road
Farmington Hills, MI 48334

Job Summary:

The work of the Custodial Page, working under the supervision of the Facilities Department Head, is integral to the cleanliness and smooth operation of the library. Custodial Pages help keep the library and its grounds in good order by completing cleaning duties, building upkeep, and general repairs. Tasks to be performed at both library locations as needed. Valid driver’s license required. Selected candidate must be prepared to adjust schedule to accommodate vacations of other department members; days, evenings and weekend shifts when required.

Essential Duties/Responsibilities may include, but are not limited to:

- Meeting room setup
- Surveying building exterior and grounds, picking up trash.
- Removing snow; salting when necessary
- Cleaning and disinfecting bathrooms as necessary, refilling paper towels and toilet tissue
- Vacuuming and wet mopping, as necessary
- Emptying waste baskets throughout the building, emptying paper shredders
- Assisting with daily delivery between library locations
- Cleaning refrigerator and microwave, as necessary
- Cleaning public service desks, study carrels and tables in public areas
- Dusting throughout the building, cleaning glass doors
- Assisting with landscaping and gardening
- Changing light bulbs
- Additional tasks assigned by Facilities Department Head and/or Librarian-in-Charge.

Physical Activity Requirements:

[Degree of physical demands (strength) usually associated with the essential functions of the job. [A physical exam will be required upon offer.]

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and or up to 20 pounds of force constantly to move objects.

Other physical requirements generally associated with the essential functions of the Custodian are shoveling snow and ice salting in hazardous cold weather conditions.

The ability to lift, push, and or pull up to 20 lbs., and to push carts weighing up to 200 lbs. The ability to sit, stand and walk for long periods.

The ability to bend, reach, crouch, or stoop.

Equipment Commonly Associated with this Job:

Lawn mower, edger, snow blower, vacuum, shampooer, electric trimmer, ladder, computer, office machinery, among others.