

March 15, 2023

Farmington Community Library is proud to be a welcoming space for everyone in the Farmington and Farmington Hills community. Both FCL locations serve as public spaces for ideas, create collaboration between neighbors and businesses, and offer services that meet community needs. 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: Full-Time Custodian - Facilities Department

Hours: 40 hours per week. Hours will be scheduled to include days, evenings, and weekends. The selected candidate must be prepared to adjust schedule to accommodate vacations of other department members.

Responsibilities: Reports to the Facilities Manager. As caretaker of the buildings and grounds there may be duties and responsibilities on a day-to-day basis not listed below. Tasks to be performed at both library locations as needed. Valid driver's license required.

- Follows established cleaning standards as needed; organizes cleaning closet and supply storage areas; keeps cleaning equipment in good condition; recycles or discards trash. Informs Facility Manager of all building concerns.
- Ensures proper building opening/closing; ensures security and emergency procedures are correctly implemented; operates lighting as needed.
- Performs routine building and grounds maintenance work, maintains parking lots, sidewalks, and building entrances; removes snow; applies deicer; changes light bulbs, plunges sinks and toilets, as needed, etc.
- Maintains all interior and garden equipment: snow blower, mower, vacuums, shampooer, among others.
- Clean Library facilities: sanitizing all restrooms, mopping, vacuuming, polishing, cleaning carpet, among other tasks.
- Performs meeting room set-ups and monitors conditions; assists meeting room users as needed.
- Assists with daily delivery of materials (lifting crates up to 15 pounds) between the two Library buildings, using Library vehicle.
- Unloads union deliveries of supplies, confirms receipt of order and stores items.
- Takes responsibility and initiative to respond to typical custodial needs and emergency situations using established procedures and good judgment.

- Participates in departmental meetings, library-wide committees, and training opportunities.
- Performs other related duties as assigned.

Minimum Qualifications:

- High school diploma or equivalent. [Preference will be given to any applicants who have custodial and light maintenance experience.]
- Ability to make minor maintenance repairs.
- Ability to climb a ladder.
- Ability to work independently with understanding of Library policies and safety procedures.
- Knowledge of basic equipment operation: carpet cleaner, vacuum cleaner, screwdriver, wrench, socket set, hand truck, edger, and other basic equipment as needed.
- Ability to provide overall supervision of a Library building and its grounds.
- Positive attitude and personality behaviors that support effective relationships with other staff and the public.
- A physical exam will be required upon job offer.

Physical Activity Requirements:

- 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 stooping, kneeling, crouching and/or crawling, climbing, and balancing.

Salary: \$35,075

Benefits: Vacation, holidays, medical insurance, sick time, employee assistance program, MERS retirement savings programs, and more

Application: Application, cover letter, and resume accepted until filled.
[Employment_Application here](#)

To: Farmington Community Library
Attn: Crystal Peterson
32737 W. Twelve Mile Road
Farmington Hills, Michigan 48334
Electronically to: Crystal.Peterson@farmlib.org