

## **Library Extra Help Auburndale Public Library**

**MAJOR FUNCTION:** This is a semi-skilled, part-time extra help position, involving the custodial and light maintenance of the Auburndale Public Library. Works under the direction of the Librarian.

**ESSENTIAL DUTIES:** Responsible for the day to day cleaning, maintenance and repair of the Auburndale Public Library. Performs custodial work, including but not limited to sweeping, mopping, vacuuming carpets, dusting and cleaning furniture and shelves, washing windows, cleaning and supplying restrooms, and removing trash. Establishes and maintains a schedule of routine janitorial and cleaning work required to keep up appearance and safety of the library facilities and grounds and performance of these custodial routines on a regular basis. Performs light maintenance and repair activities such painting, plumbing, hanging objects on walls, light bulb replacement, HVAC filter replacement, or other activities related to the building interiors, exteriors, and grounds. Assists in maintaining landscaping including weeding and collecting litter on grounds. Assists in the custodial duties at the Auburndale Women's Club. Performs other non-essential duties as required.

**KNOWLEDGE, EDUCATION, & EXPERIENCE:** Knowledge of cleaning materials, supplies, tools, equipment, and cleaning methods and procedures. Knowledge of building maintenance and repair techniques, operation of building maintenance equipment and occupational hazards. Ability to establish and maintain effective working relationships with City employees, vendors and the general public is essential. Prefer successful candidate to have at least one (1) year experience in building/custodial maintenance and repair. Graduation from High School or G.E.D. Must maintain a valid Florida Driver's License.

**JOB LOCATION:** Auburndale Public Library

**WORK SCHEDULE:** Hours: Monday - Friday 10am-7pm; Saturday 9am-5pm  
(20 hours per week, weekends required)

**HIRING RATE:** \$8.25 / hour

**CLOSING DATE:** Open Until Filled

Persons interested in this position should complete a City of Auburndale application and submit it to the Auburndale Public Library (100 West Bridgers Avenue). Applications can also be downloaded online at [www.auburndalefl.com](http://www.auburndalefl.com). The successful applicant will be required to pass a pre-employment physical and drug screening.

*The City of Auburndale is a Drug-Free Workplace and an Equal Employment Opportunity Employer.*