



## Facilities Technician (Custodian)

Average Weekly Hours: 37.5 | FLSA Classification: Non-Exempt

The Indian Trails Public Library District (ITPLD) is seeking a professional and organized individual with excellent customer service skills to help provide efficient operations of the library building, including maintaining standards of cleanliness and sanitary conditions throughout the library. The ideal candidate will also be flexible, proactive and have the ability to handle a variety of facilities responsibilities.

### Some of the job duties include:

- Assist with opening and closing the building at the beginning and end of the day or during emergencies.
- Assist with setting up rooms for programs, trainings and other library events.
- Provide a proactive customer service presence in the library by assisting both staff and members with a variety of custodial duties.
- Responsible for daily custodial tasks such as emptying garbage cans, cleaning bathrooms, vacuuming, sweeping, dusting, cleaning counter tops, cleaning out the staff refrigerator, and other duties to ensure a tidy appearance of the library.
- Assist with maintenance and minor repairs including basic plumbing and electrical tasks. This person is also responsible for reporting safety issues or damage.
- Helps with minor groundskeeping tasks such as salting sidewalks and snow removal near the building entrances.
- Respond promptly to all custodial or facility related requests.
- Ensures effective communication with the facilities and security team and participates in facilities and security team meetings.
- Helps with moving library materials from and to the main library and the branch.
- Responsible to inventory supplies on a weekly and monthly basis.

### This opportunity requires:

- High School diploma and relevant experience of 2 to 3 years of experience.
- Excellent customer service skills.
- Ability to work with the public in a positive manner with interruptions and during stressful (emergency) situations.
- Ability to multi-task, have attention to details, and excellent organizational skills.
- The ability to communicate effectively, use good judgment in the decision making process, and work both independently and as part of a team.
- Ability to stand and move about within the library and outside and for long periods of time.
- Ability to push and pull carts as well as lift and sort materials of various weights.
- Ability to read computer screens, manipulate a mouse, type accurately, communicate by telephone and on a walkie talkie.
- Complete assigned tasks without direct supervision.
- Must have reliable transportation to arrive to work on time for scheduled shifts and be able to work days, evenings, weekends, and holidays.

*Hourly rate of \$17.75-\$19.97. This position is eligible for full-time benefits including medical, vision, dental, vacation and sick time, floating holidays, jury duty and bereavement time as well as eligible for the employee assistance program (EAP), 457 retirement plan and mandatory participation in the IMRF pension plan. In addition, eligible to apply for educational assistance after 1 year of employment. The library supports continued learning and professional growth including job training for new employees.*

### Culture Code.

The ITPLD Way

### Our Work

We assume positive intent in all our interactions.

We tackle our fast-paced environment with focus, humor and positive solutions.

We work together to contribute to outstanding experiences for our members.

We strive to have clear, consistent and direct communication throughout the organization. We listen, trust each other and openly share ideas and information.

We strive to treat everyone with empathy and respect.

### Our Staff

We are collaborative, enthusiastic and curious.

We are a diverse bunch who recognize our differences as strengths.

We are an engaged and driven group that values kindness and flexibility.

We recognize one another for a job well done and always have time for a smile.

### Our ITPLD

Our workplace is an open, friendly space where we feel valued and appreciated.

We care about each other and support the well-being and development of each staff member.

We make time to laugh, celebrate our accomplishments and passions, sport our sweet branded clothing and build relationships that make coming to work fun.

**To apply:** Send a cover letter and resume via e-mail to HR at [hr@itpld.org](mailto:hr@itpld.org). Please include the job title in the subject line. No phone calls please.