



## *To inspire and enrich for life*

### **Assistant, Facilities**

#### **Facilities**

**Contract position -- Anticipated to December 2022**

**Hourly rate - \$23.86**

**Casual hours - Day, evening and weekend shifts**

This is a contract position working on a casual/call-in basis with no guarantee of hours and requires an individual able to work flexible hours that will include day, evening, weekend and on-call hours.

Reporting to the Manager, Facilities, the position holder will perform custodial duties, general maintenance duties, library support duties, monitor the facility, drive the library van and other support duties such as recording regular checks on all building systems.

### **RESPONSIBILITIES**

- Provides a high level of customer service in support of library events and space rentals, following established guidelines for the use of the meeting space at the Central Library. Explains the policies and procedures associated with meeting room use and ensures that customers' needs are met.
- Performs minor repairs, building maintenance, painting, grounds keeping, and furniture assembly. Moves furniture and equipment. Performs and records regular checks on all building systems.
- Drives van to deliver and receive supplies and materials. Loads and unloads materials, equipment, supplies, etc., assists in transporting items by hand or cart inside and/or outside the building.
- Performs regular custodial duties as required such as cleaning, sweeping, mopping and buffing floors; vacuuming carpets; dusting and cleaning furniture, shelves and equipment; removing garbage and recycling; shovelling and salting; etc.
- Maintains order and cleanliness of work and storage areas.
- Acts as a monitor for the facility and immediately reports incidents or concerns regarding safety or unusual situations to supervisor or PIC. Acts as a presence, when requested by the PIC, for difficulties with the public. Opens, closes and secures the building.
- Performs on-call duties as required.
- Performs library support duties such as emptying library bins, and other duties as assigned.
- Follows safe work practices and procedures in support of Kitchener Public Library's Health and Safety Policy.

### **QUALIFICATIONS**

- Secondary School Graduation Diploma
- Valid driver's license and good driving record
- Trades experience or exposure to Building Environmental System and Operators Program an asset

- First Aid certification (will train)
- Commitment to excellence in customer service
- Ability to explain library policies clearly and positively and to interact with customers of all ages and backgrounds
- Aptitude for performing minor repairs
- Ability to use various power tools
- Good communication and reporting skills
- Ability to document problems accurately
- Basic computer skills

In accordance with the Library's COVID-19 Vaccine policy, new Kitchener Public Library employees must be fully vaccinated against COVID-19 as a condition of employment. Valid medical or Ontario Human Rights Code exemptions are permitted.

Closing date for applications is **Saturday, May 7, 2022**

To print a copy of our application form, go to [www.kpl.org/jobs](http://www.kpl.org/jobs)

Please address cover letters and résumés to:

Manager, Human Resources  
Kitchener Public Library  
85 Queen Street North  
Kitchener ON N2H 2H1  
Email: [resumes@kpl.org](mailto:resumes@kpl.org)  
Fax: 519-743-1261  
TTY: 1-877-614-4832

Please quote **Casual Facilities Assistant** in the subject line

Kitchener Public Library strives to be a leader in equitable workplaces. We welcome applicants of every identity.

No telephone calls please.

We thank all applicants in advance and advise that we will contact only those selected for an interview. We will retain your application for a period of six months. Personal information on your résumé is collected under the authority of the Public Libraries Act, R.S.O. 1990 and will be used to determine eligibility for employment. For questions, please contact the Human Resources Department.

Kitchener Public Library is committed to an inclusive and diverse workplace where our behaviours and actions reflect our values of trust, mutual respect and dignity for all individuals.

We will provide accommodations for applicants with a disability upon request. Please contact Human Resources staff by phone 519-743-0271 ext. 239 or TTY 1-877-614-4832, or by email at [resumes@kpl.org](mailto:resumes@kpl.org).