



Kitchener Public Library

Assistant, Facilities

July 25, 2024

Facilities

\$24.87 - \$28.84

Part-Time Position - days, evenings and weekends required

Who we are

Kitchener Public Library welcomes our community to engaging spaces where people connect, ideas flourish and lives are transformed. Our values reflect who we are and what we strive for as a library.

The principles of equity, inclusion and belonging are present in all that we do. Everything from our spaces to our services is designed to value diversity, foster belonging and respect individual needs.

What we offer

- Comprehensive benefits
- Reliable pension
- Learning and development
- Innovative culture
- Paid time-off



**Comprehensive
benefits**



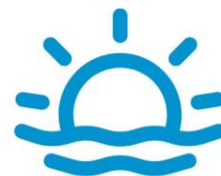
**Reliable
pension**



**Learning and
development**



**Innovative
culture**



**Paid
time-off**

What you will do

Reporting to the Manager, Facilities, the position holder will provide a high level of customer service, library event support and general custodial and maintenance duties.

In this role you will also:

- Act as a monitor for the facility and immediately report incidents or concerns regarding safety or unusual situations to supervisor
- Open, close and secure the building
- Explain policies and procedures associated with meeting room use and ensures that customers' needs are met
- Assist with logistics including audio/visual needs, extra tables, and other requirements as needed
- Drive van to deliver and receive supplies and materials, and load/unload materials, equipment, supplies, etc
- Maintain order and cleanliness of work and storage areas
- Perform library support duties such as emptying library bins, and other duties as assigned

What you bring

- High school diploma
- Valid G driver's license and good driving record
- 6-12 months of events/facilities experience an asset
- Aptitude for performing minor repairs and ability to use power tools
- Good organization skills
- Good communication and reporting skills
- Ability to document problems accurately
- Basic computer skills

How to apply

If you are interested in this position, please send your resume and application form to Human Resources via resumes@kpl.org by **Sunday, August 4, 2024**.

Please quote **Assistant, Facilities** in the subject line. To print a copy of our application form, go to www.kpl.org/your-library/job-opportunities.

Accommodations are available upon request for applicants with a disability.