



To inspire and enrich for life

Job Posting

October 27, 2022

Assistant, Facilities and Events (D)

Contract position anticipated to May 2023

Hourly rate - \$23.86

Casual hours - Day, evening and weekend shifts

Do you have free time on your hands? Are you looking to supplement your income? Or do you want to stay connected and offer your expertise while in retirement? If so, then we have an opportunity for you! We are looking for two casual part-time Assistants, Facilities and Events to help us out over the next few months. This contract position is scheduled on a casual/call-in basis only with no regular hours. We need people who are 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 perform 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

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.

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.

If you are interested, please send your resume and application form to Human Resources via resumes@kpl.org by **Saturday, November 5, 2022**. Please quote **Casual Facilities Assistant** in the subject line. If you require accommodations due to a disability, please contact Human Resources via hr@kpl.org.

No telephone calls please.