

Part-time Custodian/Event Assistant

The Ladies' Library Association, a historic women's organization, is seeking a self-starting individual with a strong work ethic. Candidates must be able to perform a variety of cleaning and minor maintenance tasks, including room setup and breakdown, and be able to track and monitor cleaning supplies and keep storage areas organized. Must be able to work a flexible schedule, including evenings and weekends. Candidates should have previous cleaning experience and be good at taking directions. Must be able to lift up to 40 lbs. from floor to chest height and use an 8' ladder. Hours are variable, with a minimum guarantee of 10 hours per two-week pay period up to a maximum of 35 hours. See attached job description for details. Send all applications/resumes to Paula Jamison, President, Ladies' Library Association, 333 S. Park St., Kalamazoo, MI 49007 or by email to paulajamison9@yahoo.com. References required.

KALAMAZOO LADIES' LIBRARY ASSOCIATION
JOB DESCRIPTION

Date: August 4, 2015

Job Title: Part-time Custodian/Event Assistant

Maximum: 35 hours per 2-week pay period, with 10 hours guaranteed per pay period

Reports to: Kitchen Supervisor

DESCRIPTION: Assists in event preparation and cleanup, including setup and takedown of tables and chairs, washing dishes, maintaining a clean kitchen and monitoring cleaning supplies. Is responsible for sweeping and snow removal from front porch and sidewalk. Performs light cleaning duties as needed. Some public contact.

DUTIES:

1. Wash dishes, utensils and food prep equipment after events
2. Clean kitchen cupboard fronts, countertops, cooking surfaces and floors after each event
3. Maintain coffee pots and small kitchen appliances in working order
4. Remove lime deposits from flatware, dishwasher and sinks as needed
5. Check refrigerator and freezer monthly and clean inside surfaces
6. Maintain table service items in useable condition
7. Set out trash container for weekly pickup
8. Set up and tear down tables and chairs for each event
9. Fill soap and paper towel dispensers in kitchen and restrooms
10. Keep storage areas organized and monitor cleaning supplies for restocking
11. Sweep front porch, sidewalks and driveways as needed
12. Shovel snow from front porch and sidewalks and salt as needed
13. Light dusting or vacuuming as needed
14. Close up and lock building, including setting thermostat and security system
15. Report maintenance needs to kitchen supervisor

MINIMUM QUALIFICATIONS:

1. Able to work independently, a self-starter
2. Follow directions
3. Able to work a varied schedule
4. Lift up to 40 lbs. from floor to chest height
5. Use an 8' ladder
6. Follow dress code
7. References required

DESIRABLE QUALIFICATIONS:

1. High school graduate
2. At least one year of building cleaning experience
3. Equivalent combination of experience and training