



## Job Opening at the Fox River Valley Public Library District: Dundee Library

### **Maintenance Assistant and Driver -Facilities Department**

Part Time: 16 hours per week – including daytime, evening, and weekend shifts

Hourly Rate: \$17.00 per hour

The Fox River Valley Public Library District is looking for a dependable, skilled worker to join our Facilities team and perform essential upkeep tasks throughout the library building and the Randall Oaks branch location. In this position you will be responsible for a variety of tasks to ensure that the building and grounds are safe, clean, and functional. Responsibilities include but are not limited to: delivery of materials between the main library, the Randall Oaks branch and Gilberts book drop, meeting room and event set up, and light routine maintenance work. We are seeking a team player who is self-motivated, has an abundance of energy, and a keen eye for detail.

The successful applicant will have:

- time-management and multi-tasking abilities
- organizational skills
- ability to work with minimal supervision
- knowledge of basic maintenance practices and tools
- the ability to stand or walk for long periods

Education and Experience Requirements: High school diploma or GED. Prior commercial custodial work a plus. Must have a valid driver's license and a favorable motor vehicle report. Must pass a criminal background check.

To apply send resume, cover letter, and [completed application](#) via e-mail to Sherry Kenney: [HR@frvpld.info](mailto:HR@frvpld.info). Our application and job description can be found at [frvpld.info/openings](http://frvpld.info/openings). No phone calls, please. All application documents must be submitted electronically.