



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

Custodial II and Delivery -Facilities Department

Part Time - 12 hours per week

Friday 2:00 pm to 6:00 pm; Saturday 8:30 am – 5:00 pm

Salary: \$16.00 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: cleaning, vacuuming, mopping, regular rest room checks, light and routine maintenance work, and snow removal, if needed. Additional responsibilities include delivery of materials between the main library, the Randall Oaks branch and Gilberts book drop. 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:

- the ability to stand or walk for long periods
- knowledge of different cleaning products and tools
- time-management and multi-tasking abilities
- organizations skills
- ability to work with minimal supervision

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. Our application and job description can be found at frvpld.info/openings. No phone calls, please. All application documents must be submitted electronically.