

BELLEVILLE PUBLIC LIBRARY and JOHN M. PARROTT ART GALLERY
Job Posting

POSTING DATE (Internal / External): 16 May 2024 **POSTING #BPL024-005**
EXPIRY DATE (Internal / External): 30 May 2024
JOB TITLE: Custodian, Part-time (Permanent)

Position Description:

Under the supervision of a Librarian Coordinator, the successful candidate will perform routine custodial building maintenance and security services. The ideal candidate will have a solid background in building maintenance services.

Qualifications:

- Experience in the cleaning and operation of a building
- Familiarity with building security procedures
- Ability to learn the operation of appropriate equipment
- Ability to perform physical labour
- Ability to work harmoniously with staff and the public

Responsibilities:

- Performs custodial duties
- Performs routine maintenance tasks (e.g. replaces light bulbs, washes and refills soap dispensers, etc.)
- Performs grounds and external building maintenance, including garden care and snow removal
- Opens the building and / or performs security check and lock up procedures. Controls and monitors access to the facility when open
- Prepares facilities for programs and activities
- Performs routine delivery services, as required
- Assists other staff in the performance of their duties
- Performs other duties as assigned

This is a permanent part-time position within the Bargaining Unit. Evening and weekend shifts required as per the Collective Agreement. This position currently requires 45 hours of work per two-week pay period (40 hours of work per two-week pay period during July and August).

Hourly Rate of Pay: \$22.11

The Belleville Public Library invites applications from all qualified individuals. The Library is committed to employment equity and diversity in the workplace and welcomes applications from visible minorities, Indigenous people, persons with disabilities and persons of any sexual orientation or gender identity.

Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process.

Please forward application to:

Jane VanManen, Administrative Assistant jvanmanen@bellevillelibrary.ca
Belleville Public Library and John M. Parrott Art Gallery
254 Pinnacle Street, Belleville ON K8N 3B1