

JOB OPENING

Maintenance Assistant Part-Time

Duties:

- Address daily maintenance needs including cleaning, lightbulb and emergency lighting replacement, trash collection, light carpentry and painting, and furniture and equipment assembly and repair
- Set-up and move furniture for programs and special events
- Maintain grounds including watering and snow removal
- Monitor and adjust HVAC controls
- Retrieve and empty outdoor book and AV return bins
- Order building supplies and equipment
- Unload deliveries and distribute supplies to appropriate departments

Requires:

- Knowledge of appropriate cleaning and maintenance techniques
- Ability to communicate clearly in person and in writing
- Ability to take direction and to work cooperatively with others
- Valid driver's license required

Schedule: 19 hours per week, weekdays, flexible mornings/afternoons.

Starting Salary: \$14.00-\$17.00 per hour, DOQ.

Apply to: Apply by submitting an application (available online at <http://www.hplibrary.org/jobs> to:

Pamela Siegel, Business Manager
Highland Park Public Library
494 Laurel Avenue
Highland Park, Illinois 60035 847/432-0216
(email: psiegel@hplibrary.org)

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