

Lincoln Parish Library  
Job Description

**Position**

- Maintenance Associate (A1)
- (Part-time 20-24 hours)

**Responsibilities**

- Maintains overall cleanliness of the library and/or events center. This includes, but is not limited to sweeping, mopping, and vacuuming; dusting and cleaning furniture, shelves, and equipment; washing windows; cleaning and supplying restrooms; removing trash.
- Maintains order and cleanliness of cleaning tools and storage areas.
- Returns supplies, equipment, and tools to their designated places after use.
- Provides assistance to staff in moving furniture and setting up meeting room.
- Other duties as assigned.

**Qualifications** (requirements for application)

- Knowledge of the use of custodial equipment, tools, and cleaning solutions.
- Independently motivated and able to follow oral and written instructions.
- Ability to work as a team member.
- Can communicate effectively verbally and in writing.
- Tolerance to exposure to chemicals and vapors, debris and dust, and other uncomfortable conditions.
- Ability to meet and interact effectively with Library employees, outside personnel, and the public.
- Able to maintain physical activity for extended periods of time.

**Preferred Qualifications** (Assures applicant consideration)

- High school diploma or equivalent.
- Experience in custodial services.
- Ability to work a flexible schedule.

**Classification/Salary**

- Associate (A1)
- Starting pay rank L1 (\$9/hr.).
- After 6-month successful probation review, employee moves up one pay step.