

Lincoln Parish Library
Job Description

Position

- Events Center Assistant (A2)
- (Part-time 20-24 hours)
- As a part-time team member of Events Center staff, an Assistant's duties will vary based on employee availability, the daily tasks needed to be accomplished, and the schedule of Events Center Rentals. A successful candidate is flexible with their work schedule and must be willing to perform any duty necessary to provide all Events Center users with a smooth rental experience.

Responsibilities

- Works as a consistent Events Centers team member with the goal to provide all Events Center users with a smooth rental experience.
- Maintains instructional knowledge of the Events Center policies, procedures, and equipment, in order to:
 - Provide rental information to customers in person and over the telephone.
 - Accept rental agreements and payments.
 - Open and close the Events Center and/or monitor events.
 - Communicate proper Events Center policies, procedures and use of ancillary equipment to renters.
 - Set up and break down chairs, tables, and ancillary items (sound equipment, computers, projectors, etc.) in Events Center spaces.
- Assists in the overall cleanliness, organization, and maintenance of all Events Center spaces and its equipment. This includes but is not limited to sweeping and mopping hard floors; vacuuming and shampooing carpets; dusting and cleaning furniture, walls, and equipment; washing windows; cleaning and supplying restrooms; removing trash; organizing storage spaces; and keeping the service desk tidy.
- Returns supplies, equipment, and tools to their designated places after use.
- Coordinates with Library staff on Events Center use for Library programming.
- Other duties as assigned by the Events Center Coordinator, Library Director, Library Assistant Director, or other Library supervisor on duty.

Qualifications (requirements for application)

- Independently motivated and able to follow oral and written instructions.
- Can communicate effectively verbally and in writing.
- Ability to meet and interact effectively with Library employees, vendors, and the public.
- Computer skills with above average experience using email, online calendars, presentation software and associated hardware.
- Knowledge of the use of custodial equipment, tools, and cleaning solutions.

- Tolerance to exposure to chemicals and vapors, debris and dust, and other uncomfortable conditions.
- Able to stand, stoop, and maintain physical activity for extended periods of time.
- Ability to lift 40 pounds.

Preferred Qualifications (Assures applicant consideration)

- High school diploma or equivalent.
- Customer service experience which includes monetary transactions.
- Experience in custodial services.
- Ability to work a flexible schedule between 7am and 11pm 7 days a week.

Classification/Salary

- Associate (A2)
- Starting pay rank L1 (\$9.46/hr.).
- After 6-month successful probation review, employee moves up one pay step.