

## **Buildings and Grounds Assistant**

Edison Township Public Library

Responsible for keeping the buildings and grounds of the three libraries clean and orderly at all times.

- Courier between libraries and mail delivery to Town hall
- Heavy lifting required, at least 50 lbs. or more
- Maintenance of buildings to include; sweeping, mopping, removing trash, recycling and other duties as assigned.
- Setting up tables/chairs in meeting room for programs
- Assist Supervisor with other cleaning and repairs as needed.

**Workweek:** Monday – Wednesday, 4:00pm - 9:00 pm; Thursday & Friday, 12:00pm - 5:00 pm

**Benefits:** None

**Job Type:** Part-time

**Salary:** \$18.00 per hour

**Required Education:**

- High school or equivalent

Must be at least 18 years old and have a valid driver's license.

**To Apply:** Send resume to Robbie Robbins, Supervisor of Buildings and Grounds, [rrobbins@lmxac.org](mailto:rrobbins@lmxac.org) or visit any one of the 3 library branches and complete an employment application.