

Facilities Support Associate

Last updated: September 2025

Department:	Reports to:	Pay Grade:
Facilities	Administrative Services Manager	2
Schedule:	Supervises:	Classification:
15-25 hours per week. Schedule varies by position and may include daytime, evening, and weekend hours.	N/A	Part-Time Non-Exempt

Requirements for All Employees:

- Ability to communicate clearly and effectively.
- Ability to work pleasantly and effectively with the public and staff.
- Assist in promoting a safe working environment.
- Be familiar with library policies and procedures and be able to make decisions in accordance with them.
- Observe opening and closing procedures as required.
- Provide a welcoming and inclusive environment for patrons and staff.

Qualifications:

- High School degree or GED required.
- Basic knowledge of the use of cleaning tools (vacuum, mop, dusters, ladders), cleaning supplies (microfiber cloths, scrub brushes, sponges) and cleaning products (glass cleaner, stainless steel cleaner, bleach, toilet bowl cleaner, floor cleaner, multi surface cleaners).

Knowledge, Skills, and Abilities:

- Ability to operate cleaning tools and equipment properly and safely.
- Ability to prioritize tasks.
- Ability to work independently and as a member of a team.
- Demonstrates attentiveness to detail.
- Knowledge of basic cleaning techniques and safe work practices.
- Basic computer skills.

Duties and Responsibilities:

Facilities:

- Setup tables, chairs, and other items for programs and meetings, and restore the cleanliness of the space.
- Perform routine cleaning and sanitation of bathrooms, public areas, and workspaces.
- Clean/sanitize door knobs, tables, chairs and bathrooms.
- Clean ceiling vents.

- Clean interior windows and blinds.
- Clean book shelves.
- Collect and dispose of trash and recycling.
- Salt sidewalks.
- Water exterior plants as needed.

Continuing Education:

- Keep informed of trends in library service and participate in professional development activities relating to areas of responsibility to maintain current expertise and expand knowledge base.
- Complete required training as assigned.
- Attend all-staff meetings.

Other:

- Assist in maintaining and updating the SDS (Safety Data Sheet) binder.
- Actively participate on committees as assigned.
- Perform related duties as required and assigned.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent sitting, standing, walking, climbing, stooping, kneeling, crouching, crawling.
- Occasionally operates hand tools such as a screwdriver, drill, etc.
- Occasionally ascend/descend ladders 12 feet or less.
- Occasionally moves boxes and/or other items weighing up to 60 pounds.
- Regularly moves carts loaded with up to 100 pounds of materials.
- Ability to observe details at close range, at a distance, and differentiate between colors.
- The ability to accurately communicate and exchange information and ideas so that others will understand.
- Generally works indoors, may occasionally work in outdoor weather conditions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level in the work environment ranges from quiet to moderate.

Disclaimer:

This description is not a complete list of specific duties and responsibilities. It does not limit or modify the right of the Administrative Services Manager to assign, direct, and control the work of the Facilities Support Associates.