

Job Posting

June 3, 2020

General Housekeeper

Mountain Regional Library System - Young Harris, GA

Rate: \$10.00/hour

Schedule: 18 hour/week position

Benefits included: Access to Dental Insurance and more

Deadline: Open until Filled

Mountain Regional Library System is looking for a part-time (18 hour/week) General Housekeeper

Position Summary: This position is to perform general housekeeping/custodian and light maintenance work in the care of the MRLS library buildings. This position also performs recurring tasks in accordance with established practices and cleaning schedules.

Required Knowledge, Skills and Abilities

- Sweeps, mops, and vacuums floor surfaces; spot cleans carpeted areas.
- Cleans and sanitizes restroom areas, fixtures, and water fountains; replenishes paper supplies and soap.
- Cleans windows, walls, blinds and light fixtures; dust desks, ledges, windowsills, and other fixtures.
- Empties trash receptacles and deposits collected refuse in proper receptacles.
- Cleans parking lot as needed.
- Assumes additional responsibilities and performs additional tasks as directed.
- Ability to understand and follow written and oral instructions.
- Ability to communicate effectively with supervisor, staff and the public.
- This is not an exhaustive list of all necessary skills and abilities

Requirements & Education

- High School Diploma or equivalent
- Six months experience in cleaning and building maintenance
- Background Check

To Apply: submit cover letter, resume and Mountain Regional Library System application (<https://www.mountainregionallibrary.org/employees-job-opportunities>) by email to:

vadkison@mountainregionallibrary.org

or by mail to:

Mountain Regional Library System
P.O. Box 159
Young Harris, Ga. 30582