



## **Part-Time Employment Opportunity Library Monitor**

The Wallingford Public Library is looking for a part-time Library Monitor to join our team.

If you're looking for a great place to work, with co-workers who have positive attitudes, and are cooperative, supportive, fun, respectful, and committed to excellence, then look no further than Wallingford Public Library!

To apply for this position, you can either:

- Come to the library and fill out an employment application, or
- Complete the employment application found on the library's website <https://wallingford.lioninc.org/about/employment/> and return it to Rich Heidgerd, Head of Facilities, Wallingford Public Library, 200 North Main Street, Wallingford, CT 06492 or [rheidgerd@wallingfordlibrary.org](mailto:rheidgerd@wallingfordlibrary.org), or
- Complete the employment application on Google forms at <https://tinyurl.com/4m449ujm>

### **Job Summary:**

Maintains safety and security by monitoring the library building and grounds to ensure a clean, orderly, and functional environment; as well as monitoring and addressing patron behavior. Provides assistance to staff and patrons as necessary. Reports to the Head of Facilities and also receives general direction from the Director, Assistant Director, and Librarian-in-Charge.

### **Essential Job Functions:**

- Politely enforces the Wallingford Public Library Code of Conduct.
- Remains alert to any emergency situation involving library patrons, and/or library staff and takes appropriate action.
- Makes regular rounds of all areas of the building and its grounds (including parking lots and walkways) to pick up litter and debris, and identify hazards and necessary repairs.
- Sets up and takes down chairs, tables, and equipment in meeting rooms.
- Assists in building closing.
- Responds to staff requests for assistance.
- Completes incident report and/or injury report forms for all incidents by end of shift.
- Monitors and handles, as necessary:
  - Cleaning restrooms and refilling restroom supplies.
  - Cleaning meeting rooms, staff break room, and stairways.
  - Dusting and sanitizing furniture, computers, and other equipment.
  - Emptying trash cans.
  - Using brooms and mops to clean floors.
  - Using vacuum cleaners to clean rugs, carpets, and upholstered furniture.
- In winter, clears snow from entrances and walkways, applies ice melt to icy pavements and walkways.

### **Required Knowledge, Skills, and Abilities:**

- Ability to establish and maintain effective working relationships with co-workers and patrons.
- Ability to interpret and communicate library policies to patrons in a mature and courteous manner.

- Ability to handle problems politely and firmly and maintain a comfortable level of order in the library.
- Ability to handle a wide variety of tasks.
- Ability to follow safety rules and procedures.
- Ability to perform duties without direct supervision.
- Basic computer skills.
- Bilingual in English and Spanish is desirable.

**Physical Demands:**

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

- Ability to lift and carry objects weighing up to 50 pounds.
- Ability to move throughout the building to complete essential responsibilities.
- Ability to move tables and chairs to set up for library programs.
- Ability to ascend/descend a ladder to service lights, clean tops of shelves, wash windows, and access the roof.
- Ability to operate vacuum cleaner, carpet/upholstery cleaner, mop, broom, lawn mower, leaf blower, shovel, and other maintenance equipment.
- Ability to work occasionally in poor weather conditions, including heat, cold, rain, or snow.
- Must be able to remain standing or walking more than 70% of the time.

**Hours:**

Tuesdays and Thursdays from 3pm to 9pm

**Benefits and Compensation:**

- \$16.75 / hour
- Paid time off

*Disclaimer: Nothing in this job description restricts the Wallingford Public Library's right to assign or reassign duties and responsibilities to this job at any time. This description reflects the Wallingford Public Library's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.*

*The Wallingford Public Library is an equal opportunity employer and does not discriminate on the basis of age, race, color, creed, marital status, national origin, sexual orientation, gender identity or expression, disability, or other protected status under state and federal laws.*

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