

Position Title Library Quad Squad

Number of Open Positions 3

Department Name Library

Position Description The library assistant on Quad Squad works with the administrative services coordinator of the library. This person handles routine housekeeping tasks including emptying trash, cleaning classrooms, vacuuming, and dusting. The Quad Squad also moves furniture and completes other duties as assigned.

Essential Job Functions:

*Emptying trash and recycling containers daily

*Cleaning classrooms, offices, kitchen, lounge, and common areas of the library

*Vacuuming floors throughout library

*Furniture moving

*Miscellaneous duties as assigned

Days and Times Needed Monday - Friday 8 AM - 10 AM

Nights or Weekends Required? No

Pay Rate \$8.10/hr.

Job Location Library

Supervisor Name Connie Brooks

Supervisor Phone (216) 397-4231

Supervisor Email cbrooks@jcu.edu