



McKinley Memorial LIBRARY

PUBLIC LIBRARY OF NILES

40 North Main Street, Niles, OH 44446

■ Phone (330) 652-1704 ■ Fax (330) 652-5788 ■ www.mcklib.org

POSITION AVAILABLE

McKinley Memorial Library has an immediate opening for an energetic and motivated addition to our dynamic team. The successful candidate will impact our facility directly by providing maintenance services in a busy public library. We are looking for someone who enjoys working in a fast-paced environment with a variety of job duties. The library encourages professional development and is supported by an active and generous Friends of the Library organization.

JOB TITLE: Part-Time Maintenance Aide

DATE POSTED: March 1, 2024

HOURS: Part-time, 20-hour work week, must be able to work a flexible schedule, including evenings and weekends.

SALARY: \$12.55/hour

DUTIES & RESPONSIBILITIES. Responsible for routine janitorial services of the library and birthplace home. Routine assignments are carried out as needed, and special assignments will be given along with specific instructions and guidance. Position is part-time and is determined by the needs of the library. A copy of the job description is available at www.mcklib.org/employment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Requires a high school degree or equivalent and a minimum of one year of janitorial experience..

Must pass a background check.

DEADLINE: Applications and resumes received by March 11, 2024 will receive first consideration.

If you have an interest in this position, please email a cover letter, resume, and three professional references to employment@mcklib.org.

McKINLEY MEMORIAL LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER