

Job Title: Office Cleaner – Library

Location: Stettler Public Library

Reports to: Library Manager or Designated Supervisor

Job Type: Part-time

Schedule: 2 shifts per week, 3 hours per shift

Position Summary:

The Office Cleaner is responsible for maintaining a clean, safe, and welcoming environment in the library facility. This role includes routine cleaning of public and staff areas, including offices, common areas, the staff kitchen, and bathroom. The Cleaner must be dependable, detail-oriented, and respectful of the library environment and equipment.

General Duties (Performed Bi-Weekly):

- Vacuum all carpeted areas, including under furniture and accessible shelving
- Sweep and mop floors; ensure all flooring is clean and maintained to a high standard
- Empty all garbage cans and recycling bins in public and staff areas
- Clean all tables, including public computer stations, reading areas, and staff workspaces
- Return all furniture and equipment (e.g., cords, cables, garbage cans) to original position
- Clean glass as needed, and provide detail where needed
- Wipe down and maintain clean public furniture
- Notify library staff when cleaning supplies are running low

Staff Kitchen & Bathroom Cleaning:

- Vacuum and mop floor
- Empty and clean garbage cans; wipe surrounding walls as needed
- Disinfect sinks, countertops, cupboard doors, and mirrors
- Clean and disinfect toilet bowl and surfaces
- Maintain cleanliness and hygiene standards throughout

Additional Information:

- The library provides all cleaning supplies and equipment: paper towels, garbage bags, soap, toilet paper, and cleaning products
- Steam Cleaning of carpets is arranged and paid for by the library as needed
- This position may require occasional physical effort such as lifting, bending, and standing for extended periods

Compensation:

- Hourly rate: \$20.00
- Schedule: Two 3-hour shifts totaling 6 hours per week, based on operational needed