

Title: **Facilities Services Assistant**
Location: **Washington County Public Library**

Date revised: 04/24/2026
Starting Salary: \$18.00 hr.

Job Type: Part-time

Description:

The Washington County Public Library is seeking an onsite Facilities Services Assistant who will be the primary cleaner of the building. This individual will work closely with the Assistant Director to promote a safe, secure, clean, and supportive work environment to support the overall mission of the library by maintaining the interior and exterior of the library building to meet the needs of the library, patrons, and staff.

Hours:

20 hours per week; mainly evening shift hours Tuesday - Saturday.

Summary:

Under the direction of the Library Director and Assistant Director, the person in this position will be the primary cleaner of the library. A strong work ethic and heart for service will be prized and recognized. This person will be a key contributor to the success of the library.

Essential Duties and Responsibilities include the following:

- Cleans all areas of the Library facility's interior and exterior (for example, offices, public areas, restrooms) on a regular basis by following the Library's procedures, methods, and guidelines while utilizing approved chemicals, supplies, tools, and equipment.
- Assists in maintaining the inventory and proper storage of custodial supplies like chemicals and paper goods and submits requisitions for needed supplies as necessary.
- Monitors building safety and security to identify potential hazards for both patrons and staff. Notifies the Assistant Director and cleans the area when necessary.
- Other duties may be assigned.

(Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar to, related to, or a logical assignment to the position.)

Supervisory Responsibilities:

- None

Qualifications:

- High School graduate or equivalent
- Two (2) years of custodial and maintenance experience or an equivalent preferred. We are willing to train the right person.
- Strong communication and listening skills
- Knowledge of cleaning methods, cleaning chemicals, cleaning materials, tools, and equipment
- Understanding of proper safety techniques and procedures
- Ability to meet the physical requirements of the job
- Valid Driver's License

Working Conditions:

- While performing the duties of this job, the employee is regularly required to talk, hear, and see.
- The employee is frequently required to sit, stand, walk, bend, stoop, reach with hands and arms, get down on floors, and perform other physical tasks.
- Repeated movements with the wrists, hands, and/or fingers while cleaning.
- Employee may be exposed to weather conditions prevalent at the time of work, including possible extreme hot and cold weather.
- Noise level is generally similar to an office environment but may be loud at times.
- The employee will occasionally lift or move up to 25 pounds.
- Needs the mobility to push and pull cleaning equipment.

Work Environment:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Washington County Public Library is an Equal Opportunity Employer.

Washington County Public Library
333 West Main Street • Springfield, KY 40069 • (859) 336-7655
<https://wcplky.org>

Application for Employment

Please type or print.

Identification

Last Name	First Name	Middle Name	
Street Address	City	State	Zip
Daytime Telephone	Cell Phone Number	Email Address	

Have you ever been known by any other name(s) that WCPL should know to verify information in this application? If yes, please list name(s) below.

General Information

	Yes	No
Are you under the age of 18?		
Are you legally eligible for employment in the U.S.?		
Are you interested in full-time work?		
Part-time work?		
Can you work evenings and weekends?		
Do you hold a valid Kentucky driver's license?		
Have you ever been convicted of a felony or misdemeanor (other than speeding)?		
If yes, give date and location of conviction and describe the nature of the offense.		

Have you ever lived outside of Kentucky?		
If yes, list states and dates.		
What is the position in which you are applying?		

Education

Training	Number of Years	Name and City	Did you Graduate? (Yes/No)	Major Course of Study
High School				
Business, Correspondence, or Vocational School				
College or University				
Graduate School				
Other Courses or Special Training				

Are you currently enrolled in school? Yes No Where?

Special Skills, Talents and Interests: (Computers, musical instruments, design, gardening, etc.)

Other information relevant to the position you would like WCPL to know:

Do you currently hold Kentucky State Certification of Public Librarians? Yes _____ No _____

If yes, what type of certification?

Expiration date:

References

(Other than Employers and Relatives)

Name:	Occupation:	Work Phone: Home Phone:
Street Address:		City, State, Zip
Name:	Occupation:	Work Phone: Home Phone:
Street Address:		City, State, Zip
Name:	Occupation:	Work Phone: Home Phone:
Street Address:		City, State, Zip

Personal Response

What do you see as the role of the public library in a small community such as Washington County?
Washington County Public Library works to maintain a friendly, helpful experience, where anyone feels comfortable asking for assistance. How do you think you will fit into this environment?

I certify that the statements made by me on this application are true, complete, and correct to the best of my knowledge and are made in good faith. I authorize you to make such investigations and inquiries of my personal and/or employment history as may be necessary in arriving at an employment decision. I hereby release employers, schools, or person from liability in responding to inquiries in connection with my application. In the event of employment, I understand that false or misleading information given on the application or in the interview(s) may result in my discharge. I understand, also, that I am required to abide by all rules and regulations to abide by all rules and regulations of the Washington County Public Library.

Signed: _____

Date: _____

The Washington County Public Library does not discriminate on the basis of race, religion, sex, national origin, age, sexual orientation or disability in employment or the provision of services.