



POSITION: Building Monitor - Part-Time

SALARY: \$10.30/Hr.

Hrs./wk.: 12
(M-Th evenings only)

The Wheaton Public Library is seeking applicants for the Part-Time position of Building Monitor.

Applications are available at the Wheaton Public Library and at wheatonlibrary.org/jobs

GENERAL PURPOSE: Assist in maintaining the building and monitoring the behavior of the library patrons. This person will handle library patron problems and building emergencies in order to maintain a safe and pleasant Library environment.

DUTIES AND RESPONSIBILITIES:

- Provides uniformly gracious and friendly service to all users.
- Makes regular rounds of all floors.
- Responds to staff requests for assistance.
- Remains alert to any emergency situations involving patrons, library staff and /or library facilities and takes appropriate action.
- Remains alert to loss of or damage to library property and materials and takes appropriate action.
- Performs closing procedures as needed.
- Maintains neatness of public areas including desks, counters, shelves and tables visible to the public.
- Performs other duties as assigned.

EDUCATION REQUIREMENTS:

- High School diploma

PHYSICAL/MENTAL REQUIREMENTS:

- Ability to walk throughout all floors of the library.
- Ability to maintain reliable attendance and a regular schedule, and to take responsibility and work independently.
- Ability to work with library patrons and staff in a friendly and efficient manner.

TO APPLY: Qualified individuals interested in this position should submit an application to:

**Wheaton Public Library
ATTN: Business/Human Resources Department
225 N. Cross St.
Wheaton, IL 60187**

The Wheaton Public Library is an equal opportunity employer

*Essential functions of this position must be performed with or without a reasonable accommodation.
Reasonable accommodation will be considered on a case-by-case basis*