

CALL-IN FACILITIES ASSISTANT

The Whitby Public Library is currently seeking a highly motivated and energetic individual to fill the position of **CALL-IN FACILITIES ASSISTANT**.

This position offers the opportunity to work within a collaborative work environment in a growing and successful library system. As part of our Facilities team, the successful candidate for this position is passionate about providing excellent customer service and creating meaningful connections with our customers. There are no guaranteed hours with this position as call-in staff are used to fill gaps in the schedule.

The ideal candidate will possess excellent communication and organizational skills, as well as enjoy working in a constantly evolving environment. You must be a self-starter with the ability to multitask and adapt to changing priorities. You will have a secondary school graduation diploma and possess strong interpersonal skills with the ability to work with all personnel in a collaborative, committed and collegial work environment. You must be able to provide a high level of customer services to a wide range of library users in a busy environment. First Aid/CPR certification would be an asset. You must be available to work flexible hours, mainly evenings and weekends.

The position includes cleaning and maintenance of library facilities, as well as heavy lifting and regular snow clearing during the winter season. The starting rate of pay for this CUPE-affiliated position is \$25.44 per hour.

Please mail or e-mail your detailed confidential cover letter and resume, indicating education, experience, etc. no later than **Monday, March 3, 2025**, to:

Whitby Public Library
Corporate Services Department
405 Dundas Street West
Whitby, ON L1N 6A1
E-MAIL: jobs@whitbylibrary.ca

The Whitby Public Library is an equal opportunity employer. We value diversity in our workforce and are committed to attracting and retaining individuals who will work together effectively to meet the needs of the community. We are committed to providing inclusive, barrier-free recruitment selection processes and work environments. Please advise Corporate Services of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

Acknowledgement will only be forwarded to those applicants who are invited for an interview. Whitby Public Library does not use artificial intelligence in its selection process. Personal information provided is collected under the authority of The Municipal Act.