



November 12, 2025

Farmington Community Library is proud to be a welcoming space for everyone in the Farmington and Farmington Hills community. Both FCL locations serve as public spaces for ideas, create collaboration between neighbors and businesses, and offer services that meet community needs. The library actively seeks individuals whose commitments and contributions will advance our mission to be a diverse and equitable organization. We seek applicants from all backgrounds to ensure we get the best, most creative talent on our team and reflect the community we serve.

POSITION: Facilities Aide – Facilities Department (Non-Exempt)

HOURS: Up to 19 hours per week, including days, nights, and weekends on a flexible basis

RESPONSIBILITIES: Reports to the Facilities Manager. As caretaker of the buildings and grounds there may be duties and responsibilities on a day-to-day basis not listed below. Tasks to be performed at both library locations as needed. Valid driver's license required. A physical exam will be required upon job offer.

- Meeting room setups.
- Surveying building exterior and grounds, picking up trash.
- Removing snow; salting when necessary.
- Cleaning and disinfecting bathrooms as necessary, refilling paper towel and toilet tissue.
- Vacuuming and wet mopping, as necessary.
- Emptying waste baskets throughout the building.
- Assisting with daily delivery between library locations.
- Cleaning refrigerator and microwave, as necessary.
- Cleaning public service desks, study carrels and tables in public areas.
- Dusting throughout the building, cleaning glass doors.
- Assisting with landscaping and gardening.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Some high school or equivalent experience.
- A positive and enthusiastic approach to public library service.
- Excellent customer service skills, including over the phone, online, and in-person.
- Proficient in the use of technology including Microsoft Office Suite.

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- Ability to quickly understand and utilize new systems, technologies and processes.
- Ability to follow instructions given for assignments, asks questions for clarification.
- Ability to perform tasks according to workflow set by supervisor.
- Ability to provide basic information or simple assistance to patrons and staff.
- Ability to interact with patrons as needed and positively impact and improve their experience.
- Ability to work with diverse audiences, maintain effective working relationships.
- Ability to produce high-quality work with minimal errors, avoiding disruption or the need for rework.
- Ability to understand and correctly interpret Library policies and procedures.
- Ability to maintain confidentiality of private information in accordance with the Library Privacy Act.

PHYSICAL ACTIVITY REQUIREMENTS:

- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and or up to 20 pounds of force constantly to move objects.
- Other physical requirements generally associated with the essential functions of the Facilities Aide are shoveling snow and ice salting in hazardous cold weather conditions.
- The ability to sit, stand and walk for long periods.
- The ability to bend, reach, crouch, or stoop.

HOURLY RATE: \$15.00 per hour

APPLICATION: Applications accepted until filled. Employment Application can be found [here](#).

BENEFITS: Sick Leave

To: Farmington Community Library
Attn: Crystal Peterson
32737 W. Twelve Mile Road
Farmington Hills, Michigan 48334
Electronically to: Crystal.Peterson@farmlib.org

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