

JOB OPENING
LABORER - PART TIME
SOUTHEASTERN REGION – 30 HOURS/ BI-WEEKLY
OPENS: 7/08/2025 CLOSES: 7/25/2025

JOB SUMMARY

Work involves performing a variety of manual tasks in cleaning and maintaining buildings and grounds. Work is performed in accordance with specific procedures and inspected frequently for compliance to the standards and instructions.

EXAMPLES OF DUTIES

- Reports to Department Head or Branch Head
- Cleans furnishings, floors, and equipment using cleaning solutions and disinfectants; cleans bathrooms; replenishes soap, tissues, and towels.
- Sweeps, mops hard surfaces, waxes, vacuums, and buffs floors; dusts and cleans walls, hallways, elevators, stairs, closets, shelves and storage areas.
- Empties waste containers, separates trash and recycles appropriate material, replaces liners
- Maintains kitchen area by washing dishes or using dishwasher and putting the dishes and glasses in the cabinets, cleaning the tables, countertops, and appliances, etc.
- Keeps grounds free of trash.
- Cleans windows and doors; polishes brass.
- Loads and delivers equipment and materials. Responsible for inventorying cleaning supplies.
- Performs related work as required.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of cleaning methods and materials.
- Ability to understand and follow simple oral or written directions.
- Ability to exercise care in the use of cleaning material.
- Ability to perform heavy lifting and routine manual cleaning tasks.
- Ability to use personal computers.
- Valid state of Alabama driver's license required.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

Physical requirements include the ability to stand for long periods of time; eyesight sufficient to read and understand information from microforms and PC monitors and the manual dexterity necessary for the regular use of PCs; ability to stoop, twist, turn and move materials in the library; ability to lift moderate weight up to 50 pounds in the handling of library materials; ability to push carts, bins and book trucks loaded with library materials weighing up to 100 pounds.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent experience, including ability to read and write English.

BENEFITS

Hours varies biweekly; Grade 134, \$13.36 per hour. All positions may include morning, afternoon, evening, and weekend hours, including Sundays. Employees may be required to adapt to future schedule location changes depending on library needs.

METHOD OF APPLICATION

Applicants must register and apply at the Alabama Career Center <https://alabamaworks.alabama.gov>. The application will be forwarded to the Birmingham Public Library Personnel Officer. Library employees need not go through the Alabama Career Center but can submit applications directly to the Library Personnel Office. A resume and transcript must be submitted prior to the interview. Qualified applicants may be contacted for an interview. You must pass a pre-employment health screen before you may be employed by the Birmingham Public Library. Position available immediately.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

Equal Opportunity Employer