

LOOGOOTEE PUBLIC LIBRARY
NEW MAINTENANCE POLICY

Maintenance person agrees to the following job description for the Loogootee Public Library. The job will be a **contracted** hourly position starting at \$10.00 per hour. It will be on an as-needed basis. Since the pay is based per hour, when the task is less than an hour, the pay will still be \$10.00. Pay will be bi-weekly with regular payroll. The person agrees to submit a new contract in January of each year.

Duties include but not limited to:

- Changing lightbulbs
- Putting out trash on a weekly basis(includes outside trash container)
- Replacing furnace filters
- Flush drain in kitchenette weekly
- Break down cardboard
- Snow removal sidewalks and walkways
- Salt slick areas as needed/purchase salt
- General maintenance of building
- Light plumbing duties as needed

January 12, 2015
Adopted Date