

Job Posting

Facilities Assistant

Competition #: UB-2025-30

Position Type: Casual

Schedule: Up to twenty (20) hours per week; no guarantee of hours and
based on operational needs

Salary: \$27.32/hr

Closing Date: November 19, 2025 at 4:00pm

INSPIRE, GROW AND CONNECT

Working with the Thunder Bay Public Library and the Community

POSITION DESCRIPTION

POSITION TITLE	Facilities Assistant
UNION AFFILIATION	CUPE 3120
PRIMARY RELATIONSHIP	Facilities Manager
PRIMARY LOCATION	TBPL

PURPOSE:

To ensure TBPL offers a safe and clean environment for patrons and staff utilizing proper cleaning and disinfecting techniques.

ACCOUNTABILITIES:

1. Vacuums, washes floors, cleans sinks and toilets, unclogs minor drain issues, empties waste paper baskets and removes garbage and recycling to ensure facilities are safe, comfortable and welcoming to the community.
2. Dusts, cleans and polishes furniture, bookshelves and books to maintain a healthy and aesthetically appealing Library.
3. Cleaning of windows and glass, watering of plants, and other cleaning duties to ensure the Library is welcoming to the community.
4. Assists with the upkeep of grounds to maintain the safe, aesthetic environment of the Library.
5. Performs other duties including but not limited to garbage removal and pick up (exterior), cleaning/washing of carpets, steam cleaning furniture and floors.
6. Opens and closes buildings as required.

7. Adheres to the policies, procedures and standards, as identified by the TBPL Board to ensure compliance with City by-laws, and all relevant provincial and federal legislative requirements.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

MASTERY:

The position requires:

1. Grade 12 or equivalent.
2. Interpersonal and communication skills.
3. Appropriate knowledge, experience and skills that are up to date and relevant to the duties of the position.
4. Commitment to superior customer service.
5. Must undergo a successful Criminal Records Check.

Application Information:

Please submit your cover letter and resume by November 19, 2025 at 4:00pm to kgunn@tbpl.ca.

Other Information:

For more information on the Thunder Bay Public Library, please visit our website at: <https://www.tbpl.ca/>

The TBPL is committed to employment equity and diversity in the workplace and welcomes applications from visible minorities, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity.

The personal information obtained under this job posting is collected under the authority of the Public Libraries Act, 1984 and will be used to assess qualifications of applicants. Questions about this collection should be directed to the Chief Executive Officer.

The Thunder Bay Public Library is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process, if you require accommodation at any time throughout the recruitment process, please contact the HR Manager.