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EMPLOYMENT OPPORTUNITY: Facility Services Assistant

Date: December 22, 2025

Hours: Full-time, 35 hours per week

Starting Salary: \$11.00 per hour. Starting compensation depends on qualifications and experience.

Come join our team! The Barberton Public Library is seeking a qualified candidate for an Assistant in the Facility Services Department. The position is full-time and requires a flexible schedule.

ABOUT THE LIBRARY

Since 1903, the Barberton Public Library has been an essential community asset. It is our mission to promote independent thought and community interaction by providing services and resources necessary for individuals to pursue educational, creative, personal, and professional interests.

The Library offers a comprehensive benefits package, including paid vacation and sick leave, 12 paid holidays, voluntary health, dental, and life insurance benefits, and retirement through the Ohio Public Employees Retirement System (OPERS). The Library supports continuing education for all staff members.

JOB RESPONSIBILITIES

The Barberton Public Library is seeking an enthusiastic and highly motivated individual to assist in maintaining its facilities and grounds. Primary duties of this position include daily janitorial tasks, such as cleaning restrooms and vacuuming, seasonal outdoor tasks, such as lawn mowing and snow removal, and meeting room set-up. Work may also include moving books and furniture as needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

The successful candidate will demonstrate the ability to understand and follow instructions, to work safely with cleaning agents, janitorial equipment, and lawn maintenance tools, and to effectively communicate and work with customers and staff in a personable and professional manner. The ability to reach, stoop, bend, and lift up to 50 pounds is required. A flexible schedule, including days, evenings, and weekends, will be required. A high school degree or equivalent is preferred.

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DEADLINE FOR APPLICATION

The position is open until filled, but applications received on or before Friday, January 12, 2026 will be given first consideration. Interested applicants should submit a resume and application, available at www.barbertonlibrary.org, to employment@barbertonlibrary.org or mail them to:

Director
Barberton Public Library
602 W. Park Avenue
Barberton, OH 44203

The Barberton Public Library is an Equal Opportunity Employer.