

The team at the Pickering Public Library are collaborators and innovators. We embrace change, diversity and inclusion. We understand “the why” behind what we do, and we put library clients first.

Our hope is that when anyone visits the Pickering Public Library, whether in person or online, they don’t just walk through a door. Instead, they step into a space that offers everyone possibility. Reveals potential. And provides community for all.

Does this sound like a workplace that aligns with the contributions you want to make in your career?

The Pickering Public Library has a temporary opening for a reliable and hardworking **Operations Support – Casual**.

Summary:

Provides minor repairs and maintenance for furniture, fixtures, and equipment. Supports furniture and equipment setup, relocation, and organization. Completes light janitorial tasks to maintain cleanliness. Follows safety protocols to ensure a secure work environment. Assists other departments as needed to support smooth operations.

Salary: \$25.31 per hour
Hours: 8 hours per week
Start Date: June 30, 2025

The Successful Applicant:

- Performs basic repairs and maintenance for furniture, fixtures, and equipment in a timely manner.
- Assists with routine facility upkeep, reports maintenance issues requiring vendor's attention, and ensures all tools and equipment are properly maintained. Keeps workshop organized and monitors hardware inventory.
- Assists with the setup, relocation, and rearrangement of furniture and equipment based on operational needs.
- Safely moves, assembles, and disassembles furniture as necessary, while minimizing disruptions.
- Operate Library vehicle to pick up and deliver materials in a safe and efficient manner.
- Performs light janitorial duties to maintain cleanliness and tidiness in public and office

areas. Replenishes cleaning supplies and ensures equipment is stocked and in good working order.

- Follows safety protocols and ensures all work is conducted safely, using appropriate protective gear when necessary.
- Provides assistance to other departments as needed to support the smooth functioning of the organization.
- Performs other duties consistent with job responsibilities.

Applicants Must Have:

- Secondary school graduation.
- Ontario Class G Driver's license in good standing.
- Three months' experience with cleaning facilities and performing minor repairs

The successful applicant will be scheduled to work varying shifts including days, evenings, and weekends. The applicant may be scheduled at any location within the Library system.

We thank all applicants for their interest. Please note that only applicants selected for an interview will be contacted.

A satisfactory Vulnerable Sector Check is required for most jobs at the Library. Please note that job offers will only be made upon successful completion of all background checks.

Qualified candidates may complete an [online application form](#) where you will be required to upload your resume and cover letter (PDFs only) on or before **June 11, 2025**.

Alternate formats of this document are available upon request.
Please speak to Human Resources for assistance.