Warner Library

NOW HIRING

Percent of Duties Part Time Cleaner Job Responsibilities

85% General Building Care
- General daily cleaning of library building
- Maintains floors, sweeping, mopping and vacuuming
- Properly disposes of trash and recycling
- Cleans windows and glass doors
- Cleans and dusts surfaces in the library
- Maintains bathrooms
- Maintains supply list and requests resupply from appropriate staff
- Performs minor repairs, reports needed major repairs to supervisor
- Performs regular minor maintenance tasks, such as replacing air filters, changing light bulbs, etc.
- Moves and arranges furniture as needed for events or cleaning

10% Outdoor maintenance
- Maintains trash and recycling area
- Clears snow and ice from walkways
- Applies salt or other ice melt as needed to walkways
- Yard clean up as needed and not provided by landscape contractors

5% Other duties
- Other general caretaking tasks as assigned by supervisor

Qualifications:
High School Diploma or Equivalent Qualification
Must be able to interact successfully with diverse clientele and staff
Ability to work independently with attention to detail and organization
Flexibility and a commitment to quality public library service with co-workers

Compensation:
This position is a part-time (10 hours/week) weekend position. Pay rate - $20/hr with a differential for Sunday hours.

To apply:
This position is open until filled. Review of applications will begin January 2nd. Submit a resume to director@warnerlibrary.org or mail to Warner Library 121 North Broadway Tarrytown, NY Attn: Jessica Pacciotti.