



NOTICE OF JOB VACANCY

Location: Lake Shore Public Library
Position Title: Caretaker, Part-Time
Hours of Work: Various, 16 hours/week
Hourly Rate: \$19.13 per hour
Posting Date: August 15, 2025

MINIMUM QUALIFICATIONS:

One year of full-time experience in general janitorial work.

Note: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

SAMPLE DUTIES:

- Washes walls and windows;
- Cleans lighting fixtures;
- Moves furniture and equipment;
- Makes minor repairs to buildings and equipment such as unplugging toilets, replacing light bulbs, repairing furniture;
- Takes out weekly garbage and recycling;
- Keeps all areas of property orderly and clean;
- Keeps walks free of snow with shovel or snow blower.

SPECIFIC REQUIREMENTS:

- Good knowledge of maintenance supplies and procedures;
- Working knowledge of the maintenance and repair of buildings, fixtures, and equipment;
- Ability to make a variety of simple repairs and adjustments to building and equipment;
- Industry and dependability;
- Good physical condition;
- Excellent time and attendance record.

HOW TO APPLY:

Interested candidates should send cover letter and resume or application* (please mark letter or application "Caretaker – Lake Shore") to hr@buffalolib.org or:

Judy Fachko, Assistant Deputy Director, Human Resources
Buffalo & Erie County Public Library
1 Lafayette Square
Buffalo, NY 14203-1887

- Applications can also be submitted in person at the Lake Shore Public Library.
- The posting will remain open until the position is filled.

Please note that candidates must reside in Erie County for at least 30 days at the time of appointment.

* Applications are available at www.buffalolib.org/becpl-system/employment

Profoundly**PUBLIC.**

The Buffalo & Erie County Public Library is an equal opportunity employer and is committed to workplace diversity.