NOTICE OF JOB VACANCY

Location: North Collins Public Library
Position Title: Caretaker, part-time
Hours of Work: Approx. 2 hours per week
Hourly Rate: $14.547 per hour
Posting Date: July 23, 2021

SAMPLE DUTIES (illustrative only):

- Mops floors and vacuums carpets;
- 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 garbage and recycling;
- Cleans restrooms;
- Keeps all areas of property orderly and clean.

SPECIFIC REQUIREMENTS:

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

HOW TO APPLY:
Interested candidates should send resume and letter of interest to:

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 North Collins Public Library, the Administrative Offices of the Central Library, or to hr@buffalolib.org
- The posting will remain open until the position is filled.

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