NOTICE OF JOB VACANCY

Location: Aurora Town Public Library
Position Title: Cleaner, part-time
Hours of Work: Mornings (between 5:30 am and 9:00 am) – 13 hours per week
Hourly Rate: $13.771 per hour to start
Posting Date: August 18, 2021

SAMPLE DUTIES (Illustrative only):
- Uses mops, brushes, detergents, and other cleaning implements to wash floors, corridors, stairs/stairwells, walls/partitions and windows;
- Moves furniture and equipment in connection with cleaning and care function;
- Vacuums carpets;
- Dusts woodwork, furniture and fixtures;
- Washes light fixtures and ceilings;
- Scrubs and cleans all areas of lavatories such as sinks, toilets, urinals, floors, etc.
- Polishes wood and metal fixtures and equipment;
- Gathers and disposes refuse;
- Replenishes lavatory supplies.

SPECIFIC REQUIREMENTS:
- Working knowledge of the properties of various cleaning substances;
- Ability to understand and follow verbal and simple written instructions;
- Ability to stand, stoop, bend and stretch for long periods of time;
- Ability to use various cleaning equipment and products;
- Thoroughness and dependability;
- Physical condition commensurate with the demands of the position.

HOW TO APPLY:
- Interested candidates should submit resume/cover letter or application marked “Cleaner – East Aurora”:
  - By email to hr@buffalolib.org; or
  - By mail to:
    Judy Fachko, Assistant Deputy Director, Human Resources
    Buffalo & Erie County Public Library
    1 Lafayette Square
    Buffalo, NY 14203-1887; or
  - In person at any Buffalo & Erie County Public Library location.
- The posting will remain open until the position is filled.

1 Employment application can be found at https://www.buffalolib.org/becpl-system/employment

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