



## NOTICE OF JOB VACANCY

**Location:** Central Library  
**Position Title:** Cleaner, part-time  
**Hours of Work:** Mon-Tue 6 - 10 pm, Wed 6 - 9 pm, Thurs-Fri 6 - 10 pm (19 hours/week)  
**Hourly Rate:** \$16.731 per hour  
**Posting Date:** January 1, 2024, ongoing recruitment

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### SAMPLE WORK ACTIVITIES:

- ◆ Stripping and waxing floors;
- ◆ 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:

- ◆ 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;
- ◆ Excellent time and attendance;
- ◆ Physical condition commensurate with the demands of the position – must be able to perform heavy laboring tasks.

### HOW TO APPLY

- Interested candidates should submit an application<sup>1</sup> marked “Cleaner”
  - By email to [hr@buffalolib.org](mailto:hr@buffalolib.org); or
  - By mail or in person to:  
**Buffalo & Erie County Public Library**  
**Human Resources Department**  
**1 Lafayette Square**  
**Buffalo, NY 14203**
- This is an ongoing posting.

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

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