



NOTICE OF JOB VACANCY

Location: Central Library
Position Title: Cleaner, part-time
Hours of Work: Evenings - Mon-Wed 6 - 10 pm, Thu 7 - 11 pm, Fri 6 - 9 pm (19 hrs/wk)
Hourly Rate: \$13.236 per hour to start
Posting Date: January 1, 2019

SAMPLE WORK ACTIVITIES INCLUDE:

- ◆ 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:

- ◆ 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 - must be able to perform heavy laboring tasks.

HOW TO APPLY

- Interested candidates should submit resume/cover letter or application¹ marked "Cleaner"
 - By email to hr@buffalolib.org; or
 - By mail to:
Judy Fachko, Human Resources Manager
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 <http://www.buffalolib.org/sites/default/files/pdf/jobs/employment.pdf>