



POSITION AVAILABLE
Substitute/Part-Time Cleaner
OSSINING PUBLIC LIBRARY
Pay Rate \$15.64 PER HOUR

The Ossining Public Library is seeking experienced, reliable candidates for the part-time position of Cleaner, for up to 17 hours per week. Flexible shifts are available.

Key responsibilities include:

- Cleaning the library, including mopping, sweeping, trash removal, dusting, cleaning bathrooms, vacuuming, washing windows, and all other cleaning tasks using standard methods.
- Moving furniture, books, boxes, and other items as needed or instructed.
- Setting up and removing tables and chairs for events and programs.
- Related work as required, including removing snow and ice from exterior sidewalks and stairs.

Position requirements:

- Ability to work independently.
- Ability to follow instructions and keep to a cleaning schedule.
- Familiarity with building cleaning practices, supplies, and equipment.
- Ability to use building cleaning supplies and equipment.
- Ability to do manual tasks.
- Ability to move tables, chairs, carts with books, and AV equipment.

Minimum training and experience: Ability to read and write English, previous work as a cleaner.

To apply, please pick up an application at the Circulation Desk.

The completed application, and three references, should be and submitted to:

Molly W. Robbins, Assistant Director
Ossining Public Library
53 Croton Avenue
Ossining, NY 10562
mrobbins@wlsmail.org
914-941-2416 x345

Please apply before December 16, 2016