



POSITION AVAILABLE - Part-time Cleaner/\$17.44 per hour

Posted January 3, 2024,
Applications accepted until February 2, 2024

We perform background checks on all potential employees.

The Ossining Public Library is seeking experienced and dependable candidates for part-time cleaner to work in our busy Building & Grounds Department.

The following shifts are available-

Mondays 6:00 PM to 9:30 PM

Tuesdays 4:00 PM to 7:00 PM

Wednesdays 6:00 PM to 9:30 PM

Thursdays 6:00 PM to 9:30 PM

Responsibilities include:

- Cleaning the library interior and grounds to a high standard including sweeping, mopping, trash removal, dusting, sanitizing and restocking bathrooms, vacuuming, washing windows, and all other assigned cleaning tasks, using standard methods and provided supplies.
- Moving furniture, books, supplies, and equipment as needed or instructed.
- Removing trash and recycling from the building and into proper receptacles outside.
- Working with library departments, and with administration, community groups, and other agencies on program set ups and special requests.
- Setting up tables, chairs, and other equipment for events and programs.
- Cleaning up and returning tables, chairs, and other equipment after events and programs.
- Securely closing and locking the building.
- Related work as required including removing snow and ice from exterior sidewalks and stairs.

Required Experience, Skills, and Abilities:

- Ability to work both independently and collaboratively.
- Ability to follow instructions and keep to a cleaning routine.
- Experience with building supplies and equipment.
- Ability to do manual tasks including moving chairs, tables, and carts with heavy books and supplies. May be asked to set up AV equipment.
- Good judgement, resourcefulness, and a cheerful outlook.

Minimum training and experience:

Ability to read and write in English and previous work as a cleaner. Spanish speaking is a plus.

Please submit a completed application (<https://ossininglibrary.org/wp-content/uploads/2023/01/Application-for-Employment-Rev-January-2023.pdf>) and three job related references to:

Molly W. Robbins, Assistant Director
Ossining Public Library
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Ossining, NY 10562
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