John C. Hart
MEMORIAL LIBRARY

1130 East Main Street
Shrub Oak, NY 10588
(914)-245-5262
www.yorktownlibrary.org

Job Description: Part Time Caretaker/Cleaner for Library

Location: John C. Hart Memorial Library, Shrub Oak, NY

Hours: up to 16 hours per week preferably evenings and weekends (Sundays)

Wage: $26 per hour

(Start ASAP)

We are looking for a motivated person to assist our full-time Caretaker with maintaining both the indoor library space and the outdoor grounds of our public library property. This role focuses on inside cleaning duties, setting up furniture for library programs and keeping the 3-acre landscape neat, safe, and attractive.

Key Responsibilities

- Sweeps, mops and waxes floors, and vacuums all carpeting.
- Washes windows, polishes furniture and dusts shelves.
- Daily cleaning of all facility bathrooms and other cleaning duties as needed.
- Collect and remove trash from offices and put into dumpster outside.
- Maintain the library grounds in the spring and summer by mowing lawns, trimming bushes, edging, weeding flower beds, and removing leaves and debris.
- Shoveling and/or using the library's snow blower in the winter to remove all snow on walkways in inclement weather.
- Perform litter pickup and general upkeep of outdoor areas to ensure a clean and inviting environment.
- Operate grounds maintenance equipment such as snowblower, lawn mower, trimmers, blowers, and hand tools safely and effectively.
- Follow all safety guidelines and maintain equipment in good working order and be able to perform other duties as required.

Qualifications

- Experience with cleaning a public facility, groundskeeping or landscaping preferred; training can be provided.
- Capable and comfortable operating outdoor lawn and garden equipment.
- Ability to perform physical labor for extended periods, including lifting, bending, and standing.
- Dependable, punctual, and able to work in all weather conditions (rain or shine).
- Strong attention to detail and a positive, proactive attitude.

How to Apply

Please email your resume and a brief cover letter highlighting your maintenance experience or interest to Yvonne Cech director@yorktownlibrary.org Applications will be reviewed as they are received until the position is filled.