



1060 Hicksville Road Massapequa, NY 11758-1289

Tel: (516) 735-4133

Fax: (516) 731-3117

mlipson@plainedgelibrary.org

MICHELE LIPSON
LIBRARY DIRECTOR

PART-TIME CLEANER

Plainedge Public Library has an immediate need for a part-time cleaner. Candidates must be able to work days, evenings, and weekend shifts.

DUTIES INCLUDE BUT NOT LIMITED TO:

- Open/Close the building
- Empty book drop/bring in newspapers
- Clean all touchable surfaces multiple times per day
- General cleaning – vacuuming, dusting, and clean bathrooms
- Empty trash receptacles and put out trash and recyclables
- Setup and break down meeting rooms (when we begin to have in person meetings)
- Some outdoor work (mowing, etc.)
- Occasional snow removal

QUALIFICATIONS:

- High School Graduate or GED
- Good interpersonal skills, ability to handle problems and emergency situations
- Responsible, dependable and flexibility, are must haves
- Cleaning experience a plus

HOURS:

Saturdays (usually one - two per month), 8:30-5:30

Sundays (1-2 per month, when we begin opening on Sundays again)

Weekday hours are on a substitute basis, and can be during the day or evening

STARTING SALARY:

\$17.00 per hour

Please send resume and cover letter to:

Diana Weir at: dweir@plainedgelibrary.org

Plainedge Public Library is a Civil Service Library. This is a non-competitive position.

Plainedge Public Library is an Equal Opportunity Employer