



Part-time Cleaner Position(s)

The Scarsdale Public Library has an opening for two part-time cleaner positions.

The Scarsdale Public Library is a bustling and lively hub of a community that values education and supports its library. It is a leading public library in Westchester County, consistently at the top of annual statistical rankings for numbers of visitors, programs and circulation of its collections. It is a member of the Westchester Library System, a consortium of 38 member libraries.

Responsibilities:

- Provide excellent customer service; follow directions from the Head Custodian and report directly to the Support Services Manager
- Perform cleaning duties, including dusting chairs, desks, and bookshelves, as well as sweeping, mopping floors and hallways. Cleaning restrooms and restocking supplies when needed.
- Empty trash and recycling receptacles
- Arrange seating for programs and room rentals, including setup and removal of chairs, and assist with basic AV troubleshooting
- Perform snow removal and apply salt to areas around the building
- Report any building-related issues to the Head Custodian or Supervisor
- Perform other duties as needed and related to the position

Knowledge/Skills/Abilities:

- Strong customer service skills when working with co-workers and the public
- Knowledge of and ability to use cleaning supplies, practices, and equipment
- Ability to understand and follow oral and written instructions in English
- Strong attention to detail and ability to multitask
- Ability to use a computer for basic tasks, including email communication
- Physical capability to meet job demands, including standing, bending, and lifting

Availability

- Thursday and Friday evenings; Weekend day shifts; with on-call flexibility for emergencies.

Compensation: \$20.00- \$22.00 an hour

To apply, please submit resume to Johana Mendoza, Support Services Manager at jmendoza@scarsdalelibrary.org