



NOTICE OF JOB VACANCY

Location: Elma Public Library (1860 Bowen Rd)
Position Title: Caretaker, part-time
Hours of Work: Varied - Approximately 19 hrs/wk
Hourly Rate: \$12.698 per hour to start
Posting Date: January 16, 2018

MINIMUM QUALIFICATIONS:

One year of janitorial experience preferred.

SAMPLE DUTIES (illustrative only):

- Cleans and services building by sweeping, mopping halls and operating floor maintenance equipment;
- Cleans offices, lavatories, and related rooms;
- Collects and disposes of refuse and services lavatories for maintenance of sanitary conditions;
- Washes walls and windows;
- Cleans lighting fixtures;
- Moves furniture and equipment;
- Makes minor repairs to buildings and equipment such as unplugging toilets, replacing light bulbs, repairing furniture;
- Cuts grass and prunes shrubbery;
- Keeps areas in orderly, clean condition;
- Shovels snow, and sweeps walks.

SPECIFIC REQUIREMENTS:

- Good knowledge of building cleaning, maintenance supplies and procedures;
- Working knowledge of the maintenance and repair of buildings, fixtures, and equipment;
- Ability to make a variety of simple repairs and adjustments to building and equipment;
- Ability to maintain simple records;
- Ability to get along well with others;
- Industry and dependability;
- Good physical condition;
- Excellent time and attendance record.

HOW TO APPLY: Please submit resume and cover letter by **February 1, 2018** to:

Judy Fachko, Human Resources Manager
Buffalo & Erie County Public Library
1 Lafayette Square
Buffalo, NY 14203-1887