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MICHELE LIPSON
LIBRARY DIRECTOR

Position: Part Time Cleaner

General statement of Duties:

Responsible for cleaning of the building and grounds, performs related duties as required.

Hours:

- Saturdays - 8:30 am to 5:30 pm
- Sundays - 12:30 pm to 5:30 pm
- ***Weekend hours are on a rotational schedule***

**Flexibility is a plus. Will occasionally call to fill in am or pm.

Duties Include, But Not Limited to:

- Open Library and secures building at closing making sure that all doors/windows are locked and alarm system set.
- Setup and break down meeting room
- Clean tables and chairs throughout the day
- Empty trash receptacles and put out trash and recyclables
- Clean Bathrooms
- Dust shelves
- Lifting, check-in, and carry supplies
- Lawn maintenance
- Snow removal, (shoveling, ice melt)
- May be asked to run occasional errands

Qualifications:

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

Hourly wage: \$20.00 per hr

To apply, visit our website, ask at our circulation desk for an application, or fax or email resume to mlipson@plainedgelibrary.org.