



1001 Park Street  
Endicott, NY 13760

(607)757-5350  
[www.gfjlibrary.org](http://www.gfjlibrary.org)

## **Job Opening: Cleaner**

**Employment type:** Part-time

### **Major Duties:**

- Cleans and washes bathroom facilities.
- Sweeps, wet mops and dust mops hard surface floors, hallways, stairwells, and entrance ways.
- Dusts and cleans office furniture, electrical fixtures, woodwork, stairs, stair railings, and radiators.
- Washes marks, stains, and fingerprints from walls, tables, chairs, desks, cupboards, countertops and glass.
- Vacuums carpets.
- Fills dispensers with soap and paper products.
- Secures and locks windows and office doors.
- Empties waste baskets and disposes of garbage and recycling.
- Washes windows.
- Various other cleaning duties as assigned.

### **Full Performance Knowledges, Skills, Abilities, and Personal Characteristics:**

- Working knowledge of building cleaning procedures, materials, and equipment.
- Working knowledge of cleaning agents and their applications.
- Have the ability to follow oral and written instructions, especially those printed on cleaning agents.
- Have the willingness and enthusiasm to perform repetitive cleaning tasks.
- Physical condition commensurate with the demand of the position.

### **Minimum Qualifications:**

There are no education qualifications for this position. Must have a valid New York State driver's license.

## **Hours**

The person in this position will work up to 15 hours per week. Candidates must be available Monday through Friday, and Saturdays in rotation. Primary work hours for this position are from 8AM-11AM.

## **Wages and Benefits**

The starting rate of pay is \$16.00/hr. Benefits include 40 hours of paid sick time. Optional enrollment in the NYS retirement system and deferred compensation (457) program is also available.

## **Statement of Nondiscrimination**

The library is an equal opportunity employer that complies with state and federal fair employment laws and regulations. The library does not discriminate in recruitment, training, promotion, or other terms of employment based on race, creed, color, sex, sexual orientation, gender identity, age, national origin, disability, veteran's status, and military service.

## **To Apply**

Please send a completed Broome County Civil Service [application](#), resume, and three references to:

Seth Jacobus, Library Director  
George F. Johnson Memorial Library  
1001 Park St.  
Endicott, NY 13760

or [en.seth@4cls.org](mailto:en.seth@4cls.org) by Wednesday, April 17, 2024. Interviews for qualified candidates will be conducted the following week.