



# WESTCHESTER PUBLIC LIBRARY

## Part-time Cleaner/Landscaper Job Description

Under the direct supervision of the Maintenance Manager, the Cleaner/Landscaper cleans Library facilities and takes care of Library grounds as directed by Management. The Cleaner/Landscaper will follow all Library policies, procedures, and state and federal laws.

### **Qualifications**

- Ability and desire to work as a cooperative member of a team
- Ability and desire to work well with the public
- Prompt, honest, responsible and dependable
- Experience with and knowledge of cleaning supplies and equipment
- Basic knowledge of landscaping, lawn care and lawn care equipment
- Initiative and the ability to work without close supervision
- Willingness and ability to work early mornings, evenings and weekends as necessary
- High school diploma or equivalent required
- Reliable transportation and a valid Indiana Driver's License in good standing

### **Responsibilities**

#### **Library Cleaning Duties**

- Emptying waste baskets
- Vacuuming carpets and shampooing as necessary
- Sweeping, mopping and refinishing tile floors as necessary
- Cleaning glass surfaces
- Cleaning and stocking restrooms
- Washing walls
- Cleaning kitchen facilities and equipment
- Disinfecting surfaces
- Dusting and polishing furniture and other wood surfaces
- Dusting all equipment as needed

- Cleaning and polishing drinking fountain and elevator surfaces
- Setting up meeting rooms
- Assisting with snow removal

### **Landscaping Duties**

- Planting and transporting flowers
- Watering plants and flowers as needed
- Weeding
- Raking grass and leaves
- Shoveling and raking dirt
- Picking up trash, tree branches, and similar

As well as performing other duties assigned by Management in accordance with the needs of the Library.