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## Cleaner/Laborer

The Richmond Memorial Library in Batavia, NY is currently seeking a Full-Time Cleaner.

Job duties include but are not limited to:

Sweep, mop, and polish floors by hand or floor machine; vacuum and shampoo carpets; wash windows, surfaces, hand rails, and/or fixtures, dust woodwork, furniture and other items; clean lavatories and replenish supplies; occasionally performs general clean-up work such as removing debris, raking leaves, cutting grass and weeds, shoveling snow, clearing walkways, assisting in collection of rubbish and litter from the grounds and facilities; pick up and recycle trash; operate power driven tools and equipment such as mowers, snowblowers, and other related tools; assist in erecting or assembling tables, chairs, and other office furniture.

### Hours, Wage & Benefits:

- 40 hrs. per week, 2:00-10:00 pm, and Saturdays on a rotating basis
- Salary range: \$18-21/hour based on experience.
- Ability to accumulate 300 leave days
- At retirement, ability to convert value of up to 200 leave days to pay for health insurance in retirement
- 15 Sick Days, 20 Vacation Days, 12 paid federal holidays, 1 Floating Holiday, Highmark Blue Cross Blue Shield Health Insurance with 90% coverage, NY State Retirement
- Available for employee contribution 403b, Health Reimbursement Account and Flexible Spending Account
- Available for additional coverage: Dental Insurance

**APPOINTMENT:** This is a Competitive Class civil service position. A provisional appointment will be made to the most qualified candidate. Their qualifications will be tested at a later date, and they must score a reachable grade to earn permanent appointment. For questions about this process, please speak to the Library Director.

Send resume and completed Genesee County Civil Service Application by Friday 10/20/23 to Library Director Beth Paine at [bpaine@nioga.org](mailto:bpaine@nioga.org) or to Richmond Memorial Library, 19 Ross St, Batavia NY 14020 attn: Beth Paine