



JOB OPENING: Cleaner

Plainsboro Public Library seeks an energetic, creative, and self-motivated candidate for the Library Cleaner part-time position. This position is directly responsible maintaining the cleanliness of the library to make it a welcoming community space, performing minor maintenance work and handyperson duties, and other duties as needed.

Responsibilities include but are not limited to:

- Dusting and cleaning chairs, tables, shelves and other furniture or equipment;
- Washing windows and walls;
- Vacuuming, sweeping, mopping, waxing floors and shampooing carpets;
- Gathering and disposing of refuse;
- Polishing furniture and desks;
- Scrubbing and cleaning restrooms including mirrors, wash basins, urinals and commodes;
- Scrubbing and cleaning staff breakroom and kitchen as needed;
- Filling tissue, towel and soap dispensers as needed;
- Preparing rooms for meetings;
- Disposing of discarded books;
- Closing the library; shutting off lights; setting alarms and locking doors;
- Ensuring building security when closed to the public; and
- Performing related tasks as required.
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Knowledge, Skills, Abilities:

A Cleaner must have some knowledge of cleaning methods, materials and equipment and the ability to:

- Understand and follow oral and written directions;
- Be self-motivated and complete assigned tasks without manager present;
- Familiarity with Material Safety Data Sheets;
- Follow all health and safety regulations; and
- Establish and maintain effective working relationships with co-workers and patrons.

Education and experience: A Cleaner must have a High School degree and some experience working as a cleaner.

Schedule: 15 hours per week on-site; may include weekend or evening.

Salary: \$19.00 to \$20.00 per hour depending on experience. Paid sick time in accordance with the New Jersey Earned Sick Leave Law.

Application: For consideration, please send a cover letter and resume to: jobs@plainsborolibrary.org Include "Cleaner position" in the email subject line.

Please no phone calls. Only candidates selected for interviews will be notified. Employment offers are conditional upon a successful background and reference check and include a six month probationary period. Plainsboro Public Library is an Equal Opportunity Employer. Applicant must comply with the "NJ First Act."