



John C. Hart
MEMORIAL LIBRARY

1130 East Main Street

Shrub Oak, NY 10588

(914)-245-5262

www.yorktownlibrary.org

Job Description: Seasonal Groundskeeper with Light Indoor Cleaning

Location: John C. Hart Memorial Library, Shrub Oak, NY

Hours: up to 20 hours per week preferably in the morning for up to 6 weeks

Wage: \$20.00 per hour

Duration: 3 months (Start ASAP)

We are looking for a motivated Seasonal Groundskeeper to assist our full time Caretaker with maintaining the outdoor grounds of our public library property. This role focuses on keeping the 3-acre landscape neat, safe, and attractive, with some light indoor cleaning duties during inclement weather.

Key Responsibilities

- Maintain the library grounds including mowing lawns, trimming bushes, edging, weeding flower beds, and removing leaves and debris.
- Perform litter pickup and general upkeep of outdoor areas to ensure a clean and inviting environment.
- Operate grounds maintenance equipment such as lawn mowers, trimmers, blowers, and hand tools safely and effectively.
- During periods of bad weather when outdoor work is not possible, perform light indoor cleaning tasks such as sweeping, dusting, trash removal, and restroom tidying.
- Follow all safety guidelines and maintain equipment in good working order.

Qualifications

- Experience with groundskeeping or landscaping preferred; training can be provided.
- Comfortable operating lawn and garden equipment.
- Ability to perform physical labor outdoors for extended periods, including lifting, bending, and standing.
- Dependable, punctual, and able to work in all weather conditions (rain or shine).
- Ability to perform light indoor cleaning tasks when needed.
- Strong attention to detail and a positive, proactive attitude.

How to Apply

Please email your resume and a brief cover letter highlighting your groundskeeping experience or interest to Yvonne Cech director@yorktownlibrary.org. Applications will be reviewed as they are received until the position is filled.