

March 6, 2026

## **Now Hiring** **Caretaker II**

The Warner Library is seeking to fill an opening in the position of Caretaker II. Under general supervision of the Library Director or his/her designee, the position of Caretaker II performs a variety of tasks related to buildings and grounds maintenance.

These include but are not limited to:

- Indoor responsibilities (+/-85%) - general daily cleaning of the library building, cleaning of floors including vacuuming, sweeping and mopping, disposing of trash and recycling, cleaning windows and glass doors and partitions, cleaning and dusting, cleaning and maintaining bathrooms in a clean and sanitary manner, maintaining a supply list and working with staff to order supplies, performing minor repairs, reporting major repairs to his/her supervisor, performing regular maintenance including replacing air filters, changing light bulbs, replacing paper supplies in bathrooms, etc. Moves and arranges furniture for programs, events or cleaning.
- Outdoor responsibilities (+/-10%) – picks up trash and debris, maintains trash and recycling area(s), clears snow and ice from walkways and stairs, applies salt or other ice melting chemicals as necessary on walkways and stairs, cleans up outdoor yard areas as needed and not provided by landscape contractors.
- Other duties (+/-5%) – other general caretaking tasks as may be assigned by supervisor.

A valid NYS driver's license is required. The annual salary under the contract between the CSEA and the Village is in the range of \$59,181 to \$76,334, DOQE with time and a half over 40 hours a week. Other benefits are as provided in the contract between the Village and the CSEA.

Applicants are encouraged to submit a resume by e-mail to [director@warnerlibrary.org](mailto:director@warnerlibrary.org) or mail to Warner Library, 121 North Broadway, Tarrytown, NY, 10591, Attn: Jessica Pacciotti. Position will be posted until filled.

The Village of Tarrytown and the Warner Library are Equal Opportunity Employers and are fully committed to maintaining a workplace free of discrimination and harassment based on race, gender, gender identification, religion, age, color, national origin, disability, sexual orientation, and other non-merit factors. All persons applying for employment and employed by the Warner Library Village shall be afforded equal employment opportunity in initial employment and consideration for advancement.

cc: CSEA, Bulletin Boards; Building Department, Human Resources