



**January 2026**

FT Cleaner/Laborer

The Richmond Memorial Library in Batavia, NY is currently seeking a Full-Time Cleaner/Laborer. This is a Civil Service position.

**The ideal candidate will:**

Demonstrate ability to work in a team environment, work independently and with initiative, effectively communicate with coworkers and supervisors, adhere to library policies and procedures.

**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.

- While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee constantly is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, or crouch; and talk and hear.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.
- While performing the duties of this job, the employee works inside and in outside weather conditions.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hours, Wage & Benefits:**

- 40 hrs. per week, 2:00 pm -10:30 pm M-Th, and 6 am – 2:30 pm on Saturdays

---

19 Ross Street • Batavia, NY 14020  
www.batavialibrary.org  
585-343-9550

- Salary range: \$19-22/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, 2 Floating Holidays, 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

**Minimum qualifications:** None

Send resume and completed Genesee County Civil Service Application by Monday, February 2 to Library Director Samantha Stryker at [sstryker@nioga.org](mailto:sstryker@nioga.org) or to Richmond Memorial Library, 19 Ross St, Batavia NY 14020 attn: Samantha Stryker. A link to the Genesee County Civil Service Application may be found on our homepage at [batavialibrary.org](http://batavialibrary.org) and paper copies may be obtained at the library.

Candidates will be contacted at close of application period.



**HIGH SCHOOL EDUCATION**

Do you have a High School Diploma?  Yes  No \_\_\_\_\_  
 HIGH SCHOOL NAME CITY STATE

Date Graduated: \_\_\_\_\_

If not, do you have a GED?  Yes  No \_\_\_\_\_  
 GED # NAME OF ISSUING AUTHORITY

| College, University, Professional or Technical School (print name and address of school) | Semester Credits Received | Major Subject or Type of Course | Type of Degree Received | Did you Graduate? | Date Received OR Expect to Receive It? |
|--|---------------------------|---------------------------------|-------------------------|-------------------|--|
|  |                           |                                 |                         |                   |  |
|  |                           |                                 |                         |                   |  |

**SPECIAL COURSES TAKEN:**

| NAME OF COURSE | CREDIT HRS. | NAME OF COURSE | CREDIT HRS. |
|----------------|-------------|----------------|-------------|
|                |             |                |             |
|                |             |                |             |
|                |             |                |             |

**TRANSCRIPT(S) OR DEGREE(S) (IF REQUIRED AS PART OF MINIMUM QUALIFICATIONS)**

Copy Attached

Copy Requested

**LICENSES/CERTIFICATES OR OTHER AUTHORIZATIONS TO PRACTICE A SKILL, TRADE, OR PROFESSION:**

| SKILL, TRADE, OR PROFESSION | LICENSE OR CERTIFICATE NUMBER | ISSUED BY: (Name or City, State, or Agency) | LICENSE DATES (Mo./Day/Yr.) |    | PERMANENT |    |
|-----------------------------|-------------------------------|---|-----------------------------|----|-----------|----|
|                             |                               |   | From                        | To | Yes       | No |
|                             |                               |   |                             |    |           |    |
|                             |                               |   |                             |    |           |    |

**DRIVER'S LICENSE INFORMATION:**

|                      |                       |                                     |
|----------------------|-----------------------|-------------------------------------|
| NONE                 | NEW YORK STATE        | OUT OF STATE (Indicate State) _____ |
| MOTORIST ID # _____  | ENDORSEMENT(S) _____  | CLASS _____                         |
| RESTRICTION(S) _____ | EXPIRATION DATE _____ |                                     |

Yes\*  No Have you been convicted of a violation of law (Felony/Misdemeanor)? (Omit any offense adjudicated in Juvenile Court or under a youthful offender law.) Convictions will not necessarily disqualify you from employment. **\*IF YES, YOU MUST ATTACH A LIST OF VIOLATIONS WITH DATES OF CONVICTION AND RESULTANT PENALTIES ON A SEPARATE SHEET OF PAPER.**

Yes\*  No Are you under age 18? **\*IF YES, YOU WILL BE REQUIRED TO SUPPLY A WORK PERMIT.**

**WORK EXPERIENCE: YOU MUST COMPLETE THIS SECTION, EVEN IF YOU INCLUDE A RESUME.** To receive credit for employment experience, this section **MUST** be completed thoroughly. Be sure to include specific dates, hours per week. Describe in detail all duties performed which are relevant to the position for which you have applied. List your most current employment first.

|   |          |         |                       |
|---|----------|---------|-----------------------|
| LENGTH OF EMPLOYMENT<br>Month/Year to Month/Year<br>- | EMPLOYER | ADDRESS | CITY, STATE, ZIP CODE |
|---|----------|---------|-----------------------|

|                               |                           |                 |
|-------------------------------|---------------------------|-----------------|
| HOURS WORKED PER WEEK:        | PAID EXPERIENCE<br>YES NO | LIST OF DUTIES: |
| YOUR TITLE:                   |                           |                 |
| TYPE OF BUSINESS:             |                           |                 |
| NAME AND TITLE OF SUPERVISOR: |                           |                 |
| REASON FOR LEAVING:           |                           |                 |

|   |          |         |                       |
|---|----------|---------|-----------------------|
| LENGTH OF EMPLOYMENT<br>Month/Year to Month/Year<br>- | EMPLOYER | ADDRESS | CITY, STATE, ZIP CODE |
|---|----------|---------|-----------------------|

|                               |                           |                 |
|-------------------------------|---------------------------|-----------------|
| HOURS WORKED PER WEEK:        | PAID EXPERIENCE<br>YES NO | LIST OF DUTIES: |
| YOUR TITLE:                   |                           |                 |
| TYPE OF BUSINESS:             |                           |                 |
| NAME AND TITLE OF SUPERVISOR: |                           |                 |
| REASON FOR LEAVING:           |                           |                 |

|   |          |         |                       |
|---|----------|---------|-----------------------|
| LENGTH OF EMPLOYMENT<br>Month/Year to Month/Year<br>- | EMPLOYER | ADDRESS | CITY, STATE, ZIP CODE |
|---|----------|---------|-----------------------|

|                               |                           |                 |
|-------------------------------|---------------------------|-----------------|
| HOURS WORKED PER WEEK:        | PAID EXPERIENCE<br>YES NO | LIST OF DUTIES: |
| YOUR TITLE:                   |                           |                 |
| TYPE OF BUSINESS:             |                           |                 |
| NAME AND TITLE OF SUPERVISOR: |                           |                 |
| REASON FOR LEAVING:           |                           |                 |

ADDITIONAL SHEETS MAY BE ATTACHED: Sheets must contain **ALL** information requested. (e.g. Number of hours worked per week, etc.) Full-Time is 30+ hours per week. Part-Time is rated as follows:  
 0-09 hours/week = 0  
 10-19 hours/week = 1/4  
 20-29 hours/week = 1/2

**Are you a Veteran?**     **No**     **Yes** If you have served in the United States Armed Forces and wish to claim additional examination credit, you must file a separate **“Application For Veteran’s Credit”** and provide a copy of your **DD214**.

<https://www.geneseeny.gov/files/sharedassets/county/v/1/human-resources/application-for-veterans-credit.pdf>

**CROSSFILING:** If you have applied for an exam in Genesee County that takes place on the same date as another exam you have applied for in a city, state or county, **OTHER THAN GENESEE COUNTY**, you must complete a cross-filing form no later than **TWO WEEKS PRIOR** to the date of the exams. You must notify **EACH** Civil Service agency, with whom you have filed an application, of the test site at which you wish to take your exams. Attach the completed form to your application.

<https://www.geneseeny.gov/files/sharedassets/county/v/1/human-resources/crossfiler.pdf>

**SPECIAL TESTING ACCOMMODATIONS:** Check below if you require special testing accommodations due to:

\_\_\_\_ Religious Observance     \_\_\_\_ Disability     \_\_\_\_ Alternate Date Needed

(Attach an explanation of your need for special testing accommodations on a separate sheet.)

**GENESEE COUNTY ✧ AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of Genesee County Human Resources to provide accommodations in testing to individuals with disabilities and religious observers, and to provide for and promote equal opportunity in employment, compensation, without regard to race, color, creed, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship status, military or veteran status, criminal conviction status, predisposing genetic characteristics or genetic information, pregnancy, domestic violence victim status, or any other category protected by law.

**PERSONAL INFORMATION PROTECTION STATEMENT**

The information which you are providing on this application is being requested pursuant to 50.3 of the NYS Civil Service Law for the purpose of determining the eligibility of applicants to participate in an examination or a position applied for. The information will be made available only to those who have a “need to know”, and will not be released to anyone else other than the applicant unless he/she has signed an appropriate release of information authorization. A candidate’s failure to provide this information may result in the disapproval of the application. This information will be maintained by the Genesee County Human Resources Director.

**IMPORTANT:** This section **MUST BE** completed. Failure to sign this section will result in disapproval of your application for employment or examination.

I understand that false statements made herein are punishable as a **Class A Misdemeanor, pursuant to section 210.45 of the Penal Law of the State of New York**. I declare that, subject to the penalties of perjury, any statements made on this application and any attachments are the truth and to the best of my knowledge correct.

I hereby authorize the release of information regarding prior employment history/records, educational records, law enforcement records, driver’s license and driving records, personal references and all like information bearing on my qualifications for this position to the appointing authority of all jurisdictions within the County of Genesee or his/her designee.

This authorization shall be valid for a period of two (2) years from the date of the execution of this document. A photocopy of this release will be as valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(ORIGINAL SIGNATURE REQUIRED)

**ALL STATEMENTS ARE SUBJECT TO VERIFICATION**