

LIBRARY KEEPING

Definition

This volunteer works independently to keep the library in tip-top shape. Shifts are 2 hours long. As part of the library team, patrons may approach you for assistance.

Volunteer could work at any library facility based on preference.

Examples of Duties

- Sanitize and/or clean toys, board books, CD's, and DVD's.
- Push in chairs, pick-up trash, and collect materials that need to be shelved.
- Clean tables as needed.
- Dusting shelves and around public areas.
- Straighten materials on shelves.

Eligibility Requirements

- Complete online application.
- Attend any necessary training.
- Pass a criminal and sex offender background check.
- Work one day a week for a minimum of two hours a day.

Knowledge and Skills

- Ability to work independently without supervision.
- Knowledge of basic cleaning supplies.

Physical Demands

Physical activities required of a person in this job are: seeing, hearing, talking, standing and walking for up to two hours, able to push a heavy cart, reaching above head, bending, and stooping.

The noise level in this work environment is usually moderately quiet and below 85dBAs.

The above statements are intended to describe the general nature and level of tasks being performed by volunteers.