

**VOLUNTEER JOB TITLE:**

Housekeeping Assistant

**VOLUNTEER REPORTS TO:**

Maintenance Supervisor

**TIME COMMITMENT REQUIRED:**

2 to 4 hours shifts weekly as arranged

**PURPOSE OF VOLUNTEER JOB:**

General light housekeeping

**DUTIES & RESPONSIBILITIES:**

- Sort materials for recycling
- Dust shelves and library materials
- Maintaining appearance in public areas and work areas
- Water and care for library plants
- Clean public and staff computer keyboards
- Other light housekeeping duties

**SKILLS/ABILITIES/QUALIFICATIONS REQUIRED:**

- Ability to understand English
- Ability to work congenially with staff, the public, other volunteers and convey a positive, friendly attitude
- Ability to understand and follow written and verbal instructions, policies, and procedures
- Ability to received instruction from library staff and the cooperation to abide by library policies and regulations
- Ability to work on feet for up to four hours

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