

Crook County Library

Materials Cleaner Volunteer Job Description

Overview of Position: Creates a more pleasing experience for patrons by ensuring that material covers remain clean and attractive.

Qualifications:

- Aptitude for detail and neatness.
- Ability to lift, bend, stretch, reach and read book spines.
- Willingness and ability to work independently.

Responsible To: Designated staff member.

Responsibilities:

- Use provided cleaning solution to wipe off covers of books and other materials that have been set aside by staff.
- Refer patron requests or questions to appropriate library staff person.
- Give supervisor a 48 hour notice if unable to keep shift assignment.

Training Provided:

- Orientation to the library.
- Instruction in book cleaning techniques.

Time Commitment: Minimum 2 hour shift per week.

Length of Commitment: Minimum six month commitment requested.

Contact Person: Jennifer Kent, Volunteer Coordinator, 541-447-7978 ext. 308

Please help our library staff members attend to their duties by keeping visiting to a minimum. We ask that you turn your cell phones to silent while working in the library. Personal calls and conversations should be held outside the library work areas.