



**Volunteer Job Description:** Library Keeper

**Position Summary:** Maintains a clean and welcoming environment for library patrons by performing light cleaning tasks. Tidies public areas to uphold the library's standards of cleanliness and safety

**Essential Functions:**

- Vacuums carpets and sweeps floors
- Cleans interior glass surfaces
- Wipes down and sanitizes tables, chairs, and high-touch surfaces (e.g., computer stations, door handles)
- Sanitizes toys, play areas, and surfaces in the Youth Services Department
- Dusts shelves
- Reports maintenance or supply needs to supervisor

**Standard Functions:**

- Dependable and punctual
- Upholds all library policies and procedures of Mount Vernon Library Commons and the City of Mount Vernon
- Performs other duties as assigned

**Required Knowledge, Skills, and Abilities:**

- Able to follow instructions and complete tasks with attention to detail
- Able to work independently and dependably
- Able to use basic cleaning supplies and equipment safely

**Physical Conditions:**

- Moderate physical effort
- Handling light materials
- Operating vacuum cleaner and handling cleaning equipment
- Standing, bending, reaching, pushing/pulling

**Training and Support Provided:** Library volunteer orientation and on-site guidance

**Time Commitment:** Flexible schedule, committed to 1-4 hours per week

**Length of Commitment:** Minimum of 6 months



**Receipt of Volunteer Job Description: Public Services Library Keeper**

I have received a copy of the job description for a Public Services Library Keeper at Mount Vernon Library Commons.

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Print Name

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Volunteer Signature

Date

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Volunteer Coordinator Signature

Date