

SANTA ANA PUBLIC LIBRARY
Volunteer Job Description

Cleaning

(Newhope)

Duties

Assists library staff in keeping the Library clean

Qualifications

- Attention to detail
- Ability to work independently
- Ability to push, bend, stretch, and lift
- Minimum age, 16 years

Responsible To

Circulation Supervisor

Responsibilities

- Accurately sort and arrange books in Dewey Decimal breakdown
- Clean books and shelves so that library is kept tidy
- Complete work in a neat and accurate manner with a minimum of distraction to others
- Fulfill agreed upon commitment, or give supervisor sufficient notice if unable to complete assignment

Training Provided

- Orientation to the library
- Specific instruction on procedures used in maintaining circulating collection

Benefits of Volunteering

- Satisfaction of providing a much needed service for the community
- Free library card

Time Commitment

Minimum of two hours per week

Minimum of thirty hours in six months

Contact Person

Cheryl A. Eberly, Volunteer Coordinator
714-647-5288, ceberly@santa-ana.org

Updated: 2/2004