



Facilities Assistant Volunteer Job Description

Mission: Be a hub for engagement, literacy and learning, and lifelong curiosity and discovery.

Title: Facilities Assistant

Responsible To: Facilities Superintendent

Qualifications:

- Physical ability to move or manipulate moderately heavy equipment, furniture, boxes, carts, files, shelving and/or stacks of material from one location to another for an hour at a time
- Able to work outside in all types of weather
- Understanding of cleaning and/or landscaping equipment operation including use of a mower, vacuum, mop and proper handling of various cleaning supplies (window spray, disinfectant, etc.)
- Can follow directions from Facilities employees
- Reliability to report for volunteer assignment when scheduled

Responsibilities:

Duties may include, but are not limited to:

- Washing library owned vehicles
- Picking up trash
- Pulling weeds, mowing
- Cleaning various areas of the library
- Meeting room setup or other Facilities request (moving furniture, equipment, shelving)
- Other duties as assigned based on the needs of Facilities each day

Time Commitment: One hour shift with a reliable weekly schedule that may require hours before or after the library is open. Ongoing time commitment with a 3-6 month minimum expectation.

Training: Training and direction provided by Facilities employee(s) prior to shift and is dependent upon daily tasks.

Location: Facilities, 1st floor

Contact: Volunteer Coordinator, 307-773-7224 or VolCoor@lclsonline.org