



**Portage Public Library
Volunteer Job Description
Deep Cleaning Assistant**

General Purpose: To perform deep cleaning of common library areas.

Duties: Dust woodwork around windows and doors, wipe down surfaces using appropriate cleansers, dust tops of book shelves, and use vacuum to tidy up carpet as needed.

Time Required: This position requires 30 minutes to two hours per week.

Training Required: Training will include instruction on area to be cleaned, tools, and materials to be used.

Supervisor: Library Assistant—Public Services

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