

Position Description: Technology Work Station Cleanup

Overview: The La Crosse Public Library is looking for volunteers to help keep our technology work stations looking their best. Volunteers will help clean library computer keyboards and screens before the building opens to the public. This important task helps to maintain a welcoming atmosphere for our community.

Responsibilities:

1. Dust computer monitors
2. Remove debris from keyboards using portable vacuum
3. Sanitize mouse and technology work station area using cloth and cleaning solution

Qualifications:

1. Reliability and a desire to help to make the library an inviting community destination
2. Basic computer knowledge
3. Ability to work independently
4. Must be able to meet physical demands of cleaning and be able to carry a portable vacuum

Training:

1. Instruction on cleaning procedures and supplies will be provided.

Time Commitment: 1-2 hours per week. Volunteers are needed from 8 -9 am before the library opens to the public.

Reports to: Volunteer Coordinator and Technical Services Staff