

Richland Community Library
EMPLOYMENT OPPORTUNITY
Shelver (Part-Time Position)

Application Deadline: June 11, 2010

Position Description

This position will be responsible for putting library materials on the shelves, following the library specific categories, and in Dewey Decimal order.

- Assisting in helping the library achieve excellent customer service—always keeping in mind that no job is too menial or unimportant in helping the library meet this goal!
- Sorting and shelving library materials in numerical or alphabetical order;
- Pushing fully-loaded book carts and bins;
- Checking shelves for accuracy and misplaced materials;
- Assisting in maintaining the welcoming & orderly appearance of the library;
- Performs related duties as fulfills responsibilities as required.
- Assisting in the children's department as needed, with programming.

Working Conditions

Six hours a week during school year. Up to 20 hours a week during summer reading club. Must be able to work Tuesdays and Wednesdays somewhere between the times of noon and 6:30 p.m. Occasional Saturdays may be requested. Job requires lifting, bending, pulling, pushing, lots of stooping and getting up and and off the floors to shelve in the children's area. Library is closed Sundays and Mondays.

Compensation and Benefits

Starting at minimum wage (minors are legally paid at 80 percent of minimum wage.)
http://www.michigan.gov/documents/cis/MW_infosheet_85_Minimum_Wage_09_29_06_174104_7.pdf

Knowledge and Abilities Required

- Ability to communicate positively with customers and staff in a cheerful manner.
- Strong attention to detail; with excellent organizational skills.
- Flexibility and ability to effectively change priorities and direction at any moment.
- Ability to complete repetitious tasks with accuracy and speed.
- High tolerance for repetitive work.
- Willingness to sit on the floor for periods of time and to bend over and read small type for extended periods of time.

Knowledge and Abilities Preferred

- Strong familiarity with Dewey Decimal System
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Please submit Application and Resume to Main Circulation Desk at Library