

Student Relief Worker for the Admaston/Bromley Public Library

JOB DESCRIPTION

The library is looking for a student to act as an occasional/relief staff for the CEO. Hours include Saturdays from 10:00 a.m. – 1:00 p.m. and the occasional relief day when required. Only the successful candidate will be contacted. Please drop off or email a resume to the CEO, Jane Wouda by Wednesday, October 7, 2015 - info@admastonbromleylibrary.com

Responsibilities include:

1. Checking books in and out, including inter-library loans, and special request materials.
2. Following up on overdue items by contacting borrower by telephone.
3. Registering new patrons, renewing memberships for current patrons including residents and non-residents.
4. Assisting the public in person, by telephone or electronically by answering inquiries and requests for information including searching databases and requesting inter-library loans.
5. Shelving DVDs, English books and audio books.
6. Shelf reading as required.
7. Assisting with exchanges of materials.
8. Assisting with special displays and activities related to programs.
9. Assisting with programming.
10. Processing and performing routine maintenance on materials.
11. Starting up and shutting down the library management system as required.
12. Filling in as relief staff as required.
13. Performing other general duties as required by the Chief Executive Officer.

Requirements for the job:

- Must be at least 16 years old
- Dependability and accuracy
- Shelve and shelf-read books accurately, using the Dewey Decimal System
- Must be able to communicate verbally with and provide service to library users (in person or on the telephone) in a courteous, efficient manner
- Must be able to read printed labels
- Must be able to push a full book cart and lift 15 pounds