

**FLAT RIVER COMMUNITY LIBRARY
JOB DESCRIPTION**

Job Title: Page

Position Type: Part-time

Position pay: \$13.73/hr, up to 15 hours/week

Position Overview: Under the supervision of the Circulation Manager, shelve materials and perform related work to keep the library and library's materials neat and in order.

Duties and Responsibilities include, but are not limited to, the following:

1. Shelve and shelf read all library materials.
2. Place materials in alphabetical and numerical order for shelving.
3. Straighten shelves, keeping materials in correct order.
4. Straighten the library, return materials to shelves, return chairs to tables, and generally keep the library neat.
5. Move large quantities of materials from place to place.
6. Dust and clean shelves.
7. Refill scrap paper holders and pencil holders.
8. Empty the book drop.
9. Help with any necessary shifting of materials.
10. Assist with the closing of the library.
11. Clear snow from entrances, sprinkle salt to de-ice walks.
12. Other duties as assigned.

Job Requirements:

1. Must be 16 years of age and/or have a work permit obtained from their high school
2. Ability to learn library book shelving system and sort/file materials alphabetically and numerically.
3. Communication skills necessary to deal with the public in a courteous and cooperative manner.
4. Physical ability to push/pull fully loaded book carts and lift/carry materials weighing up to 40 pounds. Ability to retrieve or place materials above shoulder or below knee level.
5. Team player
6. Detail-oriented
7. Ability to follow directions
8. Ability to perform repetitive tasks quickly and accurately.
9. Visual acuity required to accurately read written materials.
10. Access to reliable transportation.

Working Conditions:

1. Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust, and noise.
2. Work hours are varied, including evening and weekend hours.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

Application is available at www.flatriverlibrary.org/about. Applications and resumes will be accepted until Tuesday, September 9, 2025 at 8 pm and should be submitted to: Flat River Community Library Attn: Stef Reed 200 W. Judd St. Greenville, MI 48838 Or email to: Stef Reed, stefr@flatriverlibrary.org, Subject Line: Page Application