

JOB DESCRIPTION

FLAT RIVER COMMUNITY LIBRARY

Position: Page

Application Deadline: 5 p.m. March 27, 2020

Reports to: Head of Circulation

Job Summary: To keep the library's materials neat and in order, to shelve materials, and to perform related work as required.

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

1. Return library materials to proper location
2. Straighten shelves, keeping materials in correct order
3. Straighten the library, return materials to shelves, return chairs to tables and keep the library neat
4. Refill scrap paper holders and pencil holders
5. Empty the book drop
6. Load books and other items on to the dumb waiter to transport to the basement
7. Help with any necessary shifting of materials
8. Assist with the closing of the library
9. Clear snow from entrances, sprinkle salt to de-ice walks, and clear debris from walkways
10. 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 follow directions
3. Willingness to learn
4. Ability to work well with other staff members
5. Strong customer service skills
6. Physical ability to push/pull fully-loaded book carts and lift/carry materials weighing up to 40 pounds.
7. Ability to retrieve or place materials above shoulder- or below knee-level

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. Resumes may be submitted with the application but will not be accepted or evaluated in lieu of application. Applications will be accepted until 5 p.m. Friday, March 27 and should be submitted to:

Flat River Community Library

Attn: Mattie Cook

200 W. Judd St. Greenville, MI 48838

Or email to: Mattie Cook, gremc@llcoop.org with subject line: Library Page Application