



JOB POSTING

Title: Page (Part Time)

Salary: \$15.25 an hour

Open: January 23, 2024

DESCRIPTION

- Sort and shelve library materials in the proper order
- Empty the outside book drop
- Does shelf reading to ensure that materials are in the proper order
- Check shelves for library material when requested by the circulation staff
- Merchandising
- Answer directional questions
- Refer customers needing assistance to the appropriate staff

REQUIREMENTS

- Ability to perform extensive alphabetizing beyond the first letter of a word
- Ability to perform numerical filing beyond the initial digit of a sequence of numbers
- Ability to learn the Dewey Decimal system and other library filing systems
- Ability to converse, speaking clearly, concisely and courteously
- Ability to comprehend and follow written and/or oral one- or two-step instructions
- Ability to push and pull library book trucks weighing in excess of 120 lbs.
- Ability to carry up to 15 lbs. of library materials across the library
- Ability to stand for extended periods
- Ability to bend and stretch to reach high and low shelves
- Applicants must comply with the "New Jersey First Act"

SCHEDULE

11 hours per week: Thursday 5pm-8pm, Friday 1-4pm and Sunday 12pm-5pm. Flexibility to work additional hours on an as-needed basis preferred.

BENEFITS

Paid sick and vacation

Submit cover letter and resume to Arlene Toussaint

ataoussaint@mountlaurellibrary.org

Applications will be accepted until position is filled.

Mount Laurel Library, 100 Walt Whitman Avenue, Mount Laurel, NJ 08054