



JOB ANNOUNCEMENT

Shelver

Job Summary

Under the supervision of the Branch Manager, a shelver places books and other library materials in their rightful place. The shelving process includes:

- sorting the materials by call number on the carts prior to placing them on the shelves
- checking each item in a particular section to ensure it is in call number order
- straightening and leveling materials by pulling each item to the edge of the shelf in a straight line

Additional duties may include answering the phone, assisting patrons with finding materials, and light clerical duties at the circulation desk, aiding with community outreach and promoting library programs.

Hours

This is a part-time position and hours are scheduled based on the operational needs of the branch. Biweekly hours are not to exceed 34 within the hours of operation of the Jackson Hinds Library System.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Salary

\$11.00 Hourly

Equal Opportunity Employer

The Jackson Hinds Library System is an equal opportunity employer and provides equal employment opportunities to all employees and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

To apply for this position, please send a short cover letter and resume to: hr@jhlibrary.org.