

Now Hiring

Beecher Community Library

Daytime Circulation Clerk/Library Page

JOB DESCRIPTION

1. Perform low impact tasks and organizing to assist other employee's projects.
2. Shelf read (making sure books on shelf are in order) and fix messy shelves.
3. Assist with program preparation and program furniture set up/tear down.
4. Perform minor circulation desk tasks: assisting patrons, checking materials in/out, etc.
5. Repair Books
6. Other duties as needed.

Requirements:

1. Able to perform light lifting and bending
2. Possess high school diploma
3. Able to use computers

Hours: 6 hrs/week. During the daytime after 10AM. Additional hours in order to help cover for other employees (as needed) will be available.

The hours of the Library are Monday-Friday 10AM-7PM and Saturday 9-Noon.

Pay: \$15.00, 1hr PTO/40 hours worked.

Starting: ~September 21st

Applications are available at the front desk and on our website, beecherlibrary.org.
Applications will be accepted until Tuesday, September 1st.

The Beecher Public Library District is an equal opportunity employer.