

Now Hiring

Beecher Community Library

Evening Circulation Clerk/Library Page

JOB DESCRIPTION

1. Shelve materials.
2. Shelf read (making sure books on shelf are in order) and fix messy shelves.
3. Perform Circulation Desk Tasks: assisting patrons, checking materials in/out, making library cards, handling fines, placing holds, etc
4. Assists with inventory type projects
5. Clean and/or swap out children's section toys
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: 9 hrs/week

Alternating Weeks:

Week 1: Mondays, Wednesdays, Fridays 4-7

Week 2: Tuesdays and Thursdays 4-7, Saturdays 9-Noon

There is flexibility with switching shifts as needed. 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.