

Brighton District Library
March 9, 2017
Job Posting
Shelver I

Position: Shelver I

Start Date: Immediately

Salary: \$8.90 per hour

Hours: 3 to 9 hours per week, plus being able to substitute as needed during the week. Must be available for day, evening and weekend hours.

Qualifications: Excellent organizational, spelling, alphabetizing and reading skills. Must be familiar with and understand the Dewey Decimal System. Attention to detail, ability to follow instructions carefully and work independently. Must be a self-motivated person who needs minimal supervision. Must be 14 years old or older.

Job Duties: Primarily responsible for returning library materials to their proper location. Your job will include emptying book return bins and sorting the books that are returned. Shelf reading is also part of your regular job duties. A certain area of the library may be given to you to maintain on a constant basis.

Physical Activity Requirements:

1. Lifting and carrying up to 35 lbs.
2. Stooping, bending, reaching overhead and horizontally, twisting, pushing and pulling.
3. Grasping and handling.
4. Moving throughout the library.
5. Standing and walking for three or four consecutive hours per day.
6. Good vision.

To Apply: Submit an application (form available online at brightonlibrary.info/employment or at the Brighton District Library) for this position to:

Diana Pierce
Brighton District Library
100 Library Drive, Brighton, MI 48116

Application deadline: March 20, 2017

Any inquiries should be directed to Diana Pierce,
810-229-6571 ext. 216 or email at dpierce@brightonlibrary.info