

Brighton District Library
May 3, 2023
Job Posting
Shelver I

Position: Shelver I

Start Date: Immediate

Salary: \$10.10 per hour

Hours: 3 to 9 hours per week, plus flexibility to substitute as needed. 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 of age or older.

Job Duties: Primarily responsible for returning library materials to their proper locations. Your job will include emptying book return bins, including outdoor book return bins, closet, and sorting books that are returned. Shelf reading will part of your regular job. A certain area of the library may be given to you to maintain on a consistent 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 items.
4. Moving throughout the library.
5. Standing and walking for two to three consecutive hours a 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:

Valerie Haggerty
Brighton District Library
100 Library Drive, Brighton, MI 48116

Application deadline: May 13, 2023

**Any inquiries should be directed to Valerie Haggerty,
810-229-6571 ext. 231 or email at valerie@brightonlibrary.info**