



LIBRARY SHELVER

Supervisor	Jodi Wright
Hours per Week	12 - 16
Work Schedule	Includes morning, evening, and weekend hours
Salary	\$9.50 per hour minimum
Benefits	No benefits are associated with this part-time position.
Overview	Sort, order, and shelve library materials quickly and accurately, in all areas of the Library. Work independently and effectively, without direct supervision.
Responsibilities	<ul style="list-style-type: none"> ➤ Sort and put library materials in order. ➤ Shelve library materials in order, quickly and accurately, throughout the Library. ➤ Create and maintain order of library materials. ➤ Maintain neat appearance of shelves and reading areas. ➤ Project a positive image of the Library through manner and appearance. ➤ Check email and work schedule. ➤ Other duties as assigned.
Skills	<ul style="list-style-type: none"> ➤ Work independently and effectively without direct supervision. ➤ Work the required schedule. Be willing to work a flexible schedule. ➤ Organizational skills ➤ Work quickly and accurately, with attention to detail. ➤ Willingness to follow direction. ➤ Courteous, friendly, flexible, and accommodating. ➤ Punctuality and reliability.
Qualifications, Education, and Experience	<ul style="list-style-type: none"> ➤ Be currently enrolled in high school or college, or have a high school diploma or equivalent. ➤ Basic computer skills including email. ➤ Reliable transportation.
Physical Demands	<ul style="list-style-type: none"> ➤ Sit, stand, and walk for extended periods. ➤ Bend, stoop, and reach overhead. ➤ Lift and carry heavy Library materials. ➤ Push heavy book carts.

TO APPLY: Submit E-mail resume and letter of application to: employment@bedlib.com.
 This job description is not all inclusive. The Bedford Public Library administration reserves the right to amend this job description at any time. The Bedford Public Library is an equal opportunity employer and as such will comply with all state and federal laws regarding employment practice.