

<b>Part Time Student Page</b>	<b>Location: All Branches</b>
Branches include: Central, Aldershot, Brant Hills, Kilbride, Alton, Tansley Woods, New Appleby	
<b>SALARY/HOURLY RANGE:</b> \$13.15/hour	<b>Varied evening and weekend hours</b>  HOURS: Schedule subject to change based on service needs or budget at the discretion of the Team Leader or Manager
<b>REPORTING TO:</b> Team Leaders	

**Role:**

This position ensures efficient and pleasant customer service, shelving library materials and shelf maintenance.

**Major Accountabilities:**

- Shelve and shelf-read all materials
- Shifting as need
- Ensuring the shelves are “fronted” and have book end to keep them tidy
- Straighten public areas by clearing tables and carrels, pushing in chairs
- Making sure traffic areas are clear of trip hazards
- Wiping down computer workstations
- Cutting scrap paper
- Lists as required
- Preparing items for circulation i.e. applying labels, erasing pencil

**Abilities, Skills and Knowledge Requirements:**

- Pleasant personality, ability to get along with people of all ages.
- Ability to work with minimal supervision
- Responsible and trustworthy
- Demonstrates good judgment, accuracy and attention to detail
- Good communication skills
- Able to work approximately 10 hours per week
- Able to work 1 evening, 1 after school shift and weekends including Sundays and during summer holidays.

**Physical Qualifications:**

- Ability to push a library book truck
- Stand for a minimum of 2 hours
- Bend and stretch to reach high and low shelves

**Essential Requirements:** Has completed grade 8

**INTERESTED APPLICANTS:**

Please submit your résumé or application (outlining the suitability of your qualifications and experience to the job) to:

Staff Development & Support

[hr@bpl.on.ca](mailto:hr@bpl.on.ca)

If you require any form of accommodation throughout the recruitment process, please contact Staff Development and Support