



Job Announcement
Year-round Shelver – Franklin Library (1 opening)
Part Time (8 - 12 hours per week)

Description:

This individual will sort and shelve materials accurately and quickly by the Dewey Decimal system and alphabetically. Maintain shelves by shifting and straightening materials so the shelves are not too tight. Provide excellent customer service by using the online computer catalog to verify location of material(s) for patrons. Answer directional questions from patrons such as location of copiers and restrooms. Shelf reads according to assigned schedule. Other duties as requested or assigned.

Qualifications:

- Must be at least 16 years of age.
- Must be able to work evenings and weekends.
- Physically capable of sitting, walking, and standing for extended periods of time.
- Able to push, pull, move, bend low, reach high, and/or lift a minimum of 15 lbs. of materials; push or pull fully loaded (50 – 100 pounds) book carts.
- Capable of shelving books and other items on all levels of shelving from floor to a height of almost seven feet (by standing on a stool, if necessary).
- Moves intermittently during working hours.
- Concentrates on a task despite frequent distractions.
- Ability to do repetitive tasks with speed and accuracy.
- Manual dexterity to operate office equipment.
- Must have regular and reliable attendance as required.

Hours: 8 - 12 hours per week. Requires evening and weekend hours.

Interested persons should complete an application form available at either FSPL location or at www.fspl.org/content/employment-opportunities.

The Franklin-Springboro Public Library is an equal opportunity employer.