



WHITCHURCH-STOUFFVILLE PUBLIC LIBRARY PART-TIME JOB POSTING

Position Title: Student Page
Department: Library
Immediate Supervisor: Co-ordinator of Service Delivery

POSITION SUMMARY

The position is responsible for the return of and placing in proper order all library materials to the shelves.

DUTIES & RESPONSIBILITIES

1. Checks missing books list for missing items.
2. Checks condition of material.
3. Checks to ensure that the barcode and security strip are present on each item.
4. Shelves items on book carts.
5. Undertakes shelf reading on each shift to ensure that materials are in proper order and in the appropriate section.
6. Responsible for picking up materials left lying on shelves and tables.
7. Other duties as assigned.

CREDENTIALS REQUIRED

1. Requires frequent lifting and carrying of library materials; pushing and pulling of book carts weighing 200 pounds; and frequent stooping and reaching.
2. Requires visual discrimination, the ability to read spine labels, and an ability to comprehend the Dewey Decimal Classification system.
3. Must be at least 14 years of age.

Work schedule is seven to eleven hours per week **including evenings and weekends**. Salary is \$15/hour.

Please forward your resume in confidence by **Thursday, January 17th, 2019 at 3:00 pm** to:

Marcia Friginette
Co-ordinator of Service Delivery
Whitchurch-Stouffville Public Library
marcia.friginette@wsplibrary.ca