

Rawson Memorial Library
Library Page Job Description

Primary Duties and Responsibilities:

1. Sorts and loads carts for shelving.
2. Shelves books and other materials.
3. Shelf reads.
4. Works at the circulation desk where the focus is on providing excellent customer service to all library patrons.

Other Duties and Responsibilities:

1. Keeps Library orderly: chairs, magazines, books in place, litter picked up, check bathrooms.
2. Helps with set up and take down in meeting room as needed.
3. Enforces library policies relevant to public use; responds to emergencies and provides support as needed; acts quickly, exercising good judgment.
4. Works positively and collaboratively with other staff.
5. Performs other duties as assigned.

Job Requirements:

1. Knowledge of alphabetical, numerical and decimal systems of arrangement.
2. Proficient in Microsoft Office, internet browsers, and other computer related technology.
3. Enthusiastic, positive, friendly, self-motivated, creative and approachable.
4. Dedicated to providing positive customer service.
5. Strong obligation to confidentiality.
6. Strong organizational skills and attention to detail.
7. Excellent verbal, written, and interpersonal communication skills.
8. Able to lift up to 30 lbs.

Hours:

This is year-around job; not a summer job.

Wednesday 4 pm – 8 pm

Friday 4 pm – 8 pm

Every other Saturday 9:00 am - 4 pm

Salary: \$9.87 per hour

Benefits: None

Application process:

Complete the application at <https://rawson.ploud.net/>.

Email completed application and cover letter to director@rawsonlibrary.org.

Deadline: Friday, April 2, 2021.