



CONYERS ROCKDALE LIBRARY SYSTEM JOB POSTING – PAGE [LIBRARY SHELVER]

JOB TITLE: Page [Library Shelver]

CLASSIFICATION: Hourly

DATE: July 31, 2018

GENERAL DUTIES:

Assists in shelving library books, DVDs, CDs and other library items. Empties book deposits at different times throughout the day. Discharges and sorts library items. Straightens and keeps library shelves clean and orderly. Other duties as assigned.

QUALIFICATIONS:

Must communicate well verbally, and have the ability to work well with others. Must pass a test for library skills. Knowledge of the Dewey Decimal System preferred. Must dress appropriately for this position (adhere to dress code standards).

SCHEDULE: Maximum 17 hours per week; day, evening and Saturday hours required.

PHYSICAL REQUIREMENTS:

Physically able to push or pull, sort, and shelve a fully loaded cart of books, lift 40 pounds, bend, stretch, shelve, and move around the library at a moderate to quick pace.

SALARY: \$7.25 per hour. No benefits.

Applications may be picked up and submitted at the Circulation Desk, downloaded and submitted online from our website @ www.conyersrockdalelibrary.org, or mailed to:

Nancy Guinn Memorial Library, 864 Green St., Conyers, GA. 30012.

CONYERS-ROCKDALE LIBRARY SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.

DRUG FREE WORKPLACE.