



Shelver

Job Description

Summary: The Shelver, under supervision of the Public Services Manager, is responsible for sorting and shelving materials at the Bob Herzfeld Memorial Library in Benton, AR.

Qualifications: Must be at least 16 years old, be able to lift 50 lbs., and be able to stand and work on his/her feet for at least 6 hours at a time. The successful applicant needs to be friendly, outgoing, motivated, and committed to providing excellent service in a public library environment.

Required Knowledge, Skills, and Abilities:

- Candidate should be computer literate and willing to learn new technologies
- Knowledge of popular reading materials, movies, and music
- Must like working with people and be able to cooperate with other staff
- Position requires walking and standing for long periods. Requires light lifting and carrying of up to 50 pounds.
- Accuracy in shelving materials according to Dewey Decimal System
- Able to work a flexible schedule, including nights (until 8:00 p.m.) and Saturdays

Responsibilities:

- Sorts materials onto carts according to Dewey Decimal System
- Maintains the library shelves through shelving, straightening, and reading shelves
- Occasionally assists with front desk duties, such as checking in and out material and answering patron questions