



Driver – 2 Positions (12 hours/week)
Centerville, Ohio

The Washington-Centerville Public Library, a busy mid-sized suburban library serving a population of approximately 56,000 citizens in the communities of Centerville and Washington Township, is seeking two part-time Drivers to help us fulfill our [Mission and Values](#) and demonstrate our [Customer Service Philosophy](#)

Essential Duties & Responsibilities

- Drives the library van to deliver library materials and supplies between library location and other locations as scheduled or needed; loads and unloads to/from van.
- Performs daily pre-trip check each morning before scheduled deliveries. Ensures that the van is neat, clean, and fueled as needed at the end of each shift.
- Deliver scheduled bank deposits; return deposit slips to Fiscal office.
- Performs outdoor maintenance and clean-up as required.
- Maintain community rooms by ensuring rooms are neat and tidy, and tables and chairs are safely stored.
- Fulfill schedule and service obligations at library locations or outside facilities.
- Requires regular standing, reaching, bending, stooping, pushing, and lifting of up to forty-five (45) pounds. Work is performed in all weather conditions.
- Push book carts of up to seventy-five (75) pounds on and off vehicle.
- Other tasks and duties as assigned.

Required Skills & Knowledge

- High school diploma or equivalent experience required.
- Valid driver’s license with acceptable driving record and proof of insurance required.
- Strong customer service orientation.
- Must be able to work independently with minimal supervision.
- Excellent verbal communication and attention to detail skills.
- Demonstrated ability to contribute in a team environment.
- Proficient in computer skills.
- Self-motivated, organized, efficient, and productive with excellent time management skills.
- Ability to meet scheduling requirements.

Compensation

- Starting wage: \$14.70 per hour

Schedule of Hours

	Week 1							Week 2						
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Position 1	x	x	x								x	x	x	
Position 2				x	x	x		x	x	x				

- 12 hours per week, 3 days, 7:00 am – 11:00 am

To Apply

To be considered for this position, please submit cover letter, resume and WCPL application to:
Human Resources – **Driver224**, Washington-Centerville Public Library, 111 West Spring Valley Road, Centerville, Ohio, 45458 or email to HumanResources@wclibrary.info

- WCPL Application can be found at www.wclibrary.info under Employment

All offers of employment will be contingent upon the candidate successfully completing a Bureau of Criminal Identification (BCI) fingerprint check