



Shelving Assistants

Year round, part-time 12 hours/week - 2 positions at Centerville Library

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 part-time Shelving Assistants to help us fulfill our [Mission and Values](#) and demonstrate our [Customer Service Philosophy](#)

Essential Duties & Responsibilities:

- Empty book drop returns, check-in materials, sensitize AV materials, and perform other functions as required.
- Perform opening and/or closing tasks.
- Sort and shelve returned materials.
- Retrieve requested materials.
- Maintain condition of shelves and ensure materials are in proper order on shelves.
- Shift books as required or assigned.
- Reconcile reports with materials on shelves as scheduled.
- Answer patron questions briefly, if approached, or refer patron to Public Service desk.
- Perform outdoor cleanup as scheduled.
- Other responsibilities as apparent or assigned.

Required Skills & Knowledge:

- High school diploma or equivalent, or currently attending high school.
- Strong customer-service orientation.
- Self-motivated, organized, efficient, and productive with excellent time management skills.
- Demonstrated attention to detail.
- Experience with computers.
- Ability to stand for periods at a time.
- Ability to bend, stoop, lift up to 25 pounds and push book trucks up to 30 pounds.
- Ability and willingness to meet scheduling requirements, including days, nights and weekends

Schedule of Hours:

Position #1: Monday: 9:00 am – 1:00 pm
Thursday: 9:00 am – 1:00 pm
Alternating Friday 1: 9:00 am – 1:00 pm / Saturday 2: 9:00 am – 1:00 pm

Position #2: Monday: 2:00 pm – 6:00 pm
Tuesday: 2:00 pm – 6:00 pm
Alternating Friday 1: 2:00 noon – 6:00 pm / Saturday 2: 9:00 am – 1:00 pm

Compensation:

- Starting pay for this position is \$8.55 per hour.

To Apply:

To be considered for this position, please email WCPL application to HumanResources@wcpl.lib.oh.us or submit to: Human Resources – SA519CVWP, Washington-Centerville Public Library, 111 W. Spring Valley Road, Centerville, OH 45458.

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

Refer to job code **SA519CVWP** and indicate if you prefer position #1 or 2. Please state your availability to work on your application.

All offers of employment will be contingent upon the candidate successfully completing a Bureau of Criminal Identification (BCI) fingerprint check. Applicable to all candidates over the age of 18.