



## **JOB POSTING: Shelving Clerk**

*Fort Nelson Public Library*

### **Job Position:**

- Permanent part-time position
- 4 – 17 hours per week
- Shifts include evenings and weekends

### **Main Responsibilities:**

- Sorts, organizes and otherwise prepares library materials for shelving according to established library procedures
- Retrieves and shelves materials as required; shifts materials on shelves as needed; clears abandoned materials from public areas
- Check-in returning items
- Assist at the circulation desk as necessary
- Performs shelf reading activities to ensure books are shelved properly, correcting errors as they are found, and keeps an accurate record of this activity
- Performs dusting of shelves as required and keeps an accurate record of this activity
- Tidies public area of the library as required
- Waters plants as required
- Assists with holds, missing, lost and overdue reports as required
- Provides basic reference and readers advisory assistance as needed. Refers detailed questions to other staff members
- Provides photocopying, faxing, and scanning assistance as required

### **Required Qualifications:**

- Ability to establish and maintain effective working relationships with superiors, other library staff, and the public
- Ability to understand and perform routine library procedures
- Excellent communication and organizational skills
- Strong commitment to customer service
- Ability to work independently and as a team
- Student currently enrolled in school
- Completion of grade 12, if not enrolled in school

### **How to Apply: \* Closes June 25, 2024\***

Cover letters and resumes can be turned in to Fort Nelson Public Library during open hours or emailed to Danika Andrews at [librarian@fortnelson.bclibrary.ca](mailto:librarian@fortnelson.bclibrary.ca).