

Shelver

Main Library, Part-Time Permanent, 12 hours/week

We're looking for an individual with an exceptional eye for details to step into the inner workings of our library system. At WPL, Shelvers play an important role in our day-to-day operations as their knack for process, friendly faces and their ability to keep things impeccably neat and tidy allow our customers to have a superb library experience.

You could be a part of this story too!

What you'll do:

Remove items from returns areas, check in materials and sort accordingly.

Shelve materials in the library alphabetical order and the Dewey Decimal system.

Shelf read for accuracy and maintaining a tidy library space.

What we're looking for:

Highly detail oriented individuals with a flair for neatness and organization.

Warm and friendly personality.

Responsible and dependable individuals that can work with minimal supervision.

Enjoys a job with both physical and mental demands.

Current schedule is Mondays 2 – 6, Wednesdays 10 – 2, alternating Fridays 10 – 2, alternating Saturdays 2 – 6. This schedule will change as we continue through our phases of re-opening to the public.

Flexibility to work some on-call shifts is required. This position is paid as per the Ontario Minimum Wage Guidelines. The ability to work at any library location is a requirement of this position.

To apply, please submit your cover letter and resume by **May 4, 2021** to jobs@wpl.ca.

The Waterloo Public Library welcomes applications from diverse backgrounds including Indigenous persons, Black persons, persons of colour, persons with disabilities, LGBTQ+ persons and others that will contribute to the broadening of our ideas and experiences. For persons with disabilities, accommodations will be available upon request for any aspect of the recruitment process.