

# Shelver

John M. Harper Branch, 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:

Use automated sorter to check in and sort materials.

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

Shelf read for accuracy and maintaining a tidy library space.

Be a friendly face to customers by responding to basic questions and referring them to appropriate staff.

## What we're looking for:

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

Warm and friendly personality with the customer always in mind.

Responsible and dependable individuals that can work with minimal supervision.

Enjoys a job with both physical and mental demands.

The schedule will be Mondays 10-2, Tuesdays 2-6, Thursday 2-6. Schedule has been altered due to COVID and is subject to change as we continue through reopening phases. Most schedules will consist of day, evening and weekend shifts.

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

**To apply,** please submit your cover letter and resume by **March 5, 2021** to [jobs@wpl.ca](mailto: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.*