

Shelver (2 vacancies)

Main Library & 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, Shelves 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.

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. Dewey Decimal System familiarity is an asset.

Main Library Schedule: Mon 5-9, Wed 5-9, Thurs (wk1) 5-9, Sat (wk2) 1:30–5:30

Harper Branch Schedule: Tues 1-5, Wed 9-1, Fri (wk1) 9:30 -1:30, Sat (wk2) 1:30–5:30

Variable Sunday shifts required between Oct – May. Flexible for 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 **September 25, 2019** to jobs@wpl.ca. We thank all applicants for their interest, however only those considered for an interview will be contacted. WPL welcomes applications from people with disabilities. Accommodations are available on request for those taking part in any aspect of the selection process.