



To inspire and enrich for life

2023-05

January 23, 2023

Shelver, Community Library (A)

Pioneer Park Community Library

Six-month contract – Approximately 9 hours per week

Hourly rate – \$15.50

Evening and weekend shifts required

The Shelver sorts and shelves library materials and maintains the shelves in proper sequence. The position holder assists staff with the flow of materials at the Community Library Circulation Desk when required. The position holder also performs simple support duties as required.

RESPONSIBILITIES

- Shelves materials in public areas according to Dewey Decimal or local classification systems.
- Sorts library materials onto book trucks.
- Organizes and maintains shelves in proper sequence including shelfreading to ensure accuracy and accessibility to materials.
- Provides assistance to the Community Library Circulation Desk staff that may include clearing the book bins, answering the telephone or shelving materials and/or magazines.
- Performs simple support duties, such as taping newspapers, attaching book covers, shifting and straightening collections, and tidying and maintaining displays as directed.
- Refers library customers to the appropriate service point.
- Sets up meeting room as required.
- Follows safe work practices and procedures in support of Kitchener Public Library's Health and Safety Policy.

QUALIFICATIONS

- Minimum Grade 9
- Speed and accuracy in sorting and shelving
- Ability to arrange materials in alphabetical order and numerical order
- Ability to work with minimal supervision
- Good verbal and written communication skills
- Proficiency in basic computer skills and email
- Ability to maintain effective working relationships with co-workers and the public

Kitchener Public Library is committed to an inclusive and diverse workplace where our behaviours and actions reflect our values of trust, mutual respect and dignity for all individuals.

In accordance with the Library's COVID-19 Vaccine policy, new Kitchener Public Library staff are required to be fully vaccinated against COVID-19 as a condition of employment. Valid medical or Ontario Human Rights Code exemptions are permitted.

If you are interested in this position, please send your résumé and application form to Human Resources via resumes@kpl.org by **Wednesday, February 1, 2023**. Please quote **Shelver, Pioneer Park** in the subject line. To print a copy of our application form, go to www.kpl.org/your-library/job-opportunities.