

DATE POSTED: Mon August 19, 2019	DEADLINE: Fri September 13, 2019
JOB TITLE: Part Time Student Page	DEPARTMENT/BRANCH: Kilbride Branch
SALARY/HOURLY RANGE: \$13.15/hour	Varied evening and weekend hours HOURS: Schedule subject to change based on service needs or budget at the discretion of the Team Leader/Manager
REPORTING TO: Team Leader	

Role:

This position ensures efficient and pleasant customer service, shelving library materials and shelf maintenance.

Major Accountabilities:

- Shelve and shelf-read all materials
- Shifting as need
- Ensuring the shelves are “fronted” and have book end to keep them tidy
- Straighten public areas by clearing tables and carrels, pushing in chairs
- Making sure traffic areas are clear of trip hazards
- Wiping down computer workstations
- Cutting scrap paper
- Lists as required
- Preparing items for circulation i.e. applying labels, erasing pencil

Abilities, Skills and Knowledge Requirements:

- Pleasant personality, ability to get along with people of all ages.
- Ability to work with minimal supervision
- Responsible and trustworthy
- Demonstrates good judgment, accuracy and attention to detail
- Good communication skills
- Able to work approximately 7 hours per week
- Able to work at least one evening/week, Saturdays, and during summer holidays.

Physical Qualifications:

- Ability to push a library book truck
- Stand for a minimum of 2 hours
- Bend and stretch to reach high and low shelves

Essential Requirements: Has completed grade 8

INTERESTED APPLICANTS:

Please submit your résumé & completed student page application to:
Liz Zheng, Page Team Leader, Brant Hills & Kilbride
Brant Hills Branch
2255 Brant Street, L7P 5C8
zhengl@bpl.on.ca

If you require any form of accommodation throughout the recruitment process, please contact Staff Development & Support