

MidPointe Library – Shelver – Part Time – West Chester, Ohio

You don't need library experience to become part of our shelver team, we can teach you!

At MidPointe, our mission is to enrich our community through access and experiences. We do that by connecting a curious community to our services & we strive to provide a positive learning experience.

As a shelver, working 16 hours per week, you'll provide excellent customer service to our patrons by accurately and efficiently shelving library materials back onto the shelves, making sure you shelve numerically or alphabetically in the proper order; shift items when necessary; answer customers directional questions; and using lists, pull books from the shelves for holds & discards. You'll also empty and sort book drop materials evaluating the condition of returned the items and use the conveyor belt machinery to check items in and place them on the appropriate cart for shelving.

MidPointe is located on the east side of Butler County, Ohio in a vibrant, dynamic, diverse community that enjoys community support. Nestled between Cincinnati and Dayton, the area has a wide variety of schools, entertainment, dining experiences, sports, and cultural events. We have something for everyone!

TO BE SUCCESSFUL YOU WILL NEED TO:

- Must be at least 16 years of age.
- Prior computer experience is needed.
- Must be able to file numerically and alphabetically.
- Must have attention to detail, be accurate, organized, and able to prioritize.
- Must be able to work independently and with others.
- Must be able to effectively read (including cursive), write, speak, and understand English.
- Must be able to learn and carry out the job responsibilities.
- Regular and predictable physical attendance is required.

HOURS:

16 hours per week on a 2-week rotation of:

Labor Day to Memorial Day, open on Sundays:

Week 1: Sun 1-5 pm, Mon 10am-2pm, Wed 4-8 pm, Fri 10am-2pm

Week 2: Mon 10am-2pm, Wed 4-8pm, Thurs 10am-2pm, Sat 10am-2pm

Memorial Day to Labor Day, closed on Sundays:

Week 1: Mon 10am-2pm, Wed 4-8pm, Thurs 10am-2pm, Fri 10am-2pm

Week 2: Mon 10am-2pm, Wed 4-8pm, Thurs 10am-2pm, Sat 10am-2pm

RATE OF PAY:

The pay range is \$10.45 - \$14.58. The pay rate depends on job factors such as experience, job skills, education, and languages spoken.

BENEFITS:

Part-time benefits include state retirement plan; direct deposit; accrued vacation and sick time; paid holiday's; granted sick leave for Covid sickness usage; employee assistance plan, and more.

PHYSICAL REQUIREMENTS:

-Must have the ability to reach from the bottom to the top of shelves and carts and into bins to file & retrieve items; move book crates that could weigh up to 75 pounds when full and move book carts that could weigh up to 200 pounds when full.

-Must be able to work in areas that contain cleaning odors, dust and other possible allergens.

-Must possess sufficient manual dexterity sufficient to operate library equipment, including the conveyor belt check-in system.

APPLY:

Complete a required MidPointe Library System employment application found at:

<https://secure.entertimeonline.com/ta/6138957.jobs?ShowAllOpenings>.

INQUIRIES:

The full job description for this opening is available on our website at: <https://www.midpointelibrary.org/page/jobs>, Please, only call the library if you need assistance in completing the required online application.