



POSITION AVAILABLE

First consideration given to applications
received by 8 p.m. on August 16, 2017

Page / Shelver

The Burton Public Library is seeking a motivated, innovative and service-oriented individual to work as a page in the Circulation Department. Application and complete job description available at the Circulation Desk.

Hours: Part-time, up to 4 hours per week; occasionally more
Includes Tuesday mornings and occasional evenings and weekends

Salary: Starts at \$8.10 per hour

Qualifications: High School Diploma or High School Student (minimum 16 years of age)
Knowledge of the alphabet
Ability to utilize the Dewey Classification system
Ability to work with attention to detail
Dependable work habits
Ability to work evenings and weekends

Primary Function: Keep the library and its materials in proper order by accurate shelving and shelf-reading of library materials. Maintain the general neat appearance of the library and its collection.

Physical Requirements: Ability to stand for at least 3 hours
Ability to bend, stretch and lift up to 30 pounds