Maplewood Public Library is seeking a part-time Shelver.

Summary:
Shelvers are responsible for shelving library materials and maintaining neat, orderly library shelves.

Essential Duties and Responsibilities:

● Accurately shelve library materials.
● Complete shelf maintenance tasks including inventory and daily checks that materials are in proper order.
● Retrieve materials from outdoor book drop.
● Assist in item retrieval for library patrons and staff.
● Greet and interact with a diverse community of library visitors.
● Accurately provide library visitors with information in regards to the location of various materials.
● Other duties as assigned.

Education and Experience:
No previous education or experience is required. Ability to accurately alphabetize and put items in numerical order is required.

Schedule:
Schedule is flexible. A 4-hour shift every other Saturday is required.

Requirements:

● Ability to stand for up to 8 hours
● Ability to reach materials on low and high shelves.
● Ability to lift a minimum of 25 lbs.
● Ability to push a full cart of library materials.

Salary:
$10.30/hour
12 hours/week

To apply:
Fill out the attached application and return it to the Library attention: Library Director, or email it to abryant@maplewoodpubliclibrary.com. Please include a cover letter. Resume is optional.

Maplewood Public Library is an equal opportunity employer. We do not discriminate one the basis of race, color, religion, national origin, sexual orientation, gender identity, disability, age, or any other non-merit factor. We celebrate diversity and encourage all qualified individuals to apply.

A criminal background check will be required to those candidates receiving an offer of employment.
MAPLEWOOD PUBLIC LIBRARY

APPLICATION FOR EMPLOYMENT

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SECTION 1: PERSONAL INFORMATION

Today’s Date: ___________________       Available Start Date: ___________________

Seeking:  ☐ Full Time       ☐ Part Time       ☐ Temporary

Name: ________________________________________________________________

Street Address: _________________________________________________________

City/State/Zip: __________________________________________________________

Email Address: _________________________________ Phone: (___)_____________

Are you legally authorized to work in the United States?  ☐ Yes        ☐ No

SECTION 2: EDUCATION

Do you have a High School Diploma or equivalent?  ☐ Yes        ☐ No

Please list any trade schools, colleges, or universities you have attended:

School Name: __________________________________________________________

Location: ___________________________ Degree Earned: _____________________

School Name: __________________________________________________________

Location: ___________________________ Degree Earned: _____________________

School Name: __________________________________________________________

Location: ___________________________ Degree Earned: _____________________
SECTION 3: PROFESSIONAL EXPERIENCE

Start with your present or most recent position. Exclude organizational names that indicate race, color, religion, sex, or national origin.

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SECTION 4: REFERENCES

Please provide information for three references. At least two must be professional.

Name: ________________________________________________________________  
Company: _____________________________ Relationship: _____________________  
Email Address: _________________________________ Phone: (___)_____________

Name: ________________________________________________________________  
Company: _____________________________ Relationship: _____________________  
Email Address: _________________________________ Phone: (___)_____________

Name: ________________________________________________________________  
Company: _____________________________ Relationship: _____________________  
Email Address: _________________________________ Phone: (___)_____________

SECTION 5: CERTIFICATION

I certify that the above information is true and complete to the best of my knowledge. I authorize Maplewood Public Library to investigate any statement contained in the application and to run a background check at offer of employment. I understand that this application is not a contract or agreement. In the event of employment, I understand that any false or misleading information given in my application, correspondence, discussions, or interview may result in immediate termination. I understand also that I am required to abide by all rules, regulations, and policies of Maplewood Public Library.

Signed: __________________________________________ Dated: _______________

FOR OFFICE USE ONLY

Interview: ☐ Yes ☐ No Date/Time: ______________________________  
2nd Interview: ☐ Yes ☐ No Date/Time: ______________________________  
Approved: ☐ Yes ☐ No Start Date: ______________________________

Director Signature: ________________________________________________