

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:

Evening hours are preferred, but 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:

\$12/hour

15-20 hours/week

To apply:

Fill out the attached application and return it to the Library, attention: Library Director, or email it to abryant@maplewoodpubliclibrary.org. Cover letter and resume are optional.

Maplewood Public Library is an equal opportunity employer. We do not discriminate on 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: _____

Please continue to page 2

SECTION 3: PROFESSIONAL EXPERIENCE

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

Employer: _____

Title: _____ City/State: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): From _____ To _____

Summary of Duties:

Employer: _____

Title: _____ City/State: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): From _____ To _____

Summary of Duties:

Employer: _____

Title: _____ City/State: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): From _____ To _____

Summary of Duties:

Please continue to page 3

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: _____

End

FOR OFFICE USE ONLY

Interview: ☐ Yes ☐ No Date/Time: _____

2nd Interview: ☐ Yes ☐ No Date/Time: _____

Approved: ☐ Yes ☐ No Start Date: _____

Director Signature: _____