



To inspire and enrich for life

Shelver

Pioneer Park Community Library

Six-month contract

Part-time position – Approximately 10 – 12 hours per week

Hourly Rate - \$14.69

Evening and weekend shifts

Pioneer Park Community Library has a contract opening for a Shelver working part-time hours. The Shelver sorts and shelves library materials. The position holder also performs simple support duties as required.

RESPONSIBILITIES

- Shelves materials in public areas according to Dewey Decimal or local classification systems
- Sorts library materials onto book trucks
- Organizes and maintains shelves in proper sequence including shelfreading to ensure accuracy and accessibility to materials
- Provides assistance to the Community Library Circulation Desk staff that may include clearing the book bins, answering the telephone or shelving materials and/or magazines
- Performs simple support duties, such as taping newspapers, attaching book covers, shifting and straightening collections, and tidying and maintaining displays as directed
- Refers library customers to the appropriate service point.
- Sets up meeting room as required
- Follows safe work practices and procedures in support of Kitchener Public Library's Health and Safety Policy

QUALIFICATIONS

- Minimum Grade 9
- Speed and accuracy in sorting and shelving
- Ability to arrange materials in alphabetical order and numerical order
- Ability to work with minimal supervision
- Good verbal and written communication skills
- Proficiency in basic computer skills and email
- Ability to maintain effective working relationships with co-workers
- Commitment to excellence in customer service
- Outline qualifications from job description here

Closing date for applications is **Wednesday, October 6, 2021**

To print a copy of our application form, go to www.kpl.org/jobs

Please address cover letters and résumés to:

Senior Manager, Human Resources
Kitchener Public Library
85 Queen Street North
Kitchener ON N2H 2H1
Email: resumes@kpl.org
Fax: 519-743-1261
TTY: 1-877-614-4832

Please quote Shelver – Pioneer Park in the subject line

Kitchener Public Library strives to be a leader in equitable workplaces. We welcome applicants of every identity.

No telephone calls please.

We thank all applicants in advance and advise that we will contact only those selected for an interview. We will retain your application for a period of six months. Personal information on your résumé is collected under the authority of the Public Libraries Act, R.S.O. 1990 and will be used to determine eligibility for employment. For questions, please contact the Human Resources Department.

Kitchener Public Library is committed to an inclusive and diverse workplace where our behaviours and actions reflect our values of trust, mutual respect and dignity for all individuals.

We will provide accommodations for applicants with a disability upon request. Please contact Human Resources Staff by phone 519-743-0271 ext. 239 or TTY 1-877-614-4832, or by email at hr@kpl.org.