



**SHELVER
PART-TIME, TEMPORARY**

The Brantford Public Library enhances the quality of life in our diverse community. We invest in valuable experiences, resources, and services, in a welcoming and equitable environment for all.

We are seeking an enthusiastic and friendly individual who is interested in maintaining Brantford Public Library's collections in good order for customers. The position primarily involves sorting, shelving, and retrieving library materials, and includes some program and material support duties. The Shelver position demands a keen attention to detail, excellent organizational and time management skills, and the ability to work well both independently and as part of a team. The successful candidate should be able to problem solve effectively and cooperate well with supervisors and co-workers.

This position is available immediately, with an expected duration of 4 months. This is subject to change.

Reports to: Manager – Library Resources

Salary Range: \$16.569 – \$16.883/hour
Updated rate will apply according to the Collective Agreement.

Classification: Part-Time, Temporary

Hours of Work: 23 hours biweekly, including evenings and Saturdays. Sundays are scheduled as outlined in the Collective Agreement.

Qualifications

- Age 14 and older
- Minimum one year of relevant experience
- Demonstrated ability to process detailed information
- Ability to sort materials using alpha numeric ordering

Responsibilities

- Sorts and shelves library materials
- Retains shelf order and maintenance
- Identifies items for repair or discard
- Prepares items for recycling
- Assists with inventories
- Assists with programs
- Assists with daily clean up and tidying
- Assists with retrieving materials

- Assists with setting up decorations and displays
- Other duties consistent with job responsibilities

Testing may be a part of the interview process.

Satisfactory Vulnerable Sector Police Check is required as a condition of employment.

Please apply with your cover letter and resume as one PDF by email to hr@brantfordlibrary.ca no later than Monday May 6, 2024 at 5:00pm.

Brantford Public Library is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.