



Marlborough

PUBLIC LIBRARY

35 West Main St
Marlborough, MA 01752
508-624-6900

Job Opening

Job Title: Page (must work Mondays 5-8pm and Fridays 3-5pm)

Reports to: Young Adult Librarian

Pay Rate: starts at \$9.42 with step increases to \$10.61

Type of Position: Part-Time (maximum 8 hours per week), Non Union

General Description of Duties:

- Retrieve and empty bins of materials returned through the library's outdoor returns.
- Return library materials to shelves in correct order according to shelving standards for various types of materials including the Dewey Decimal System.
- Shift shelf contents when shelves become too tightly packed.
- Check shelves to make sure library materials are in order.
- Move library donations to lower level sorting area.
- Assist with program setup and other related tasks.
- Light cleaning and maintenance tasks assigned as needed.
- Other duties as assigned.

Skills:

- Ability to follow directions.
- Ability to alphabetize and put things in numerical order.
- Must be able to follow library procedures on how to shelve materials.
- Must be detail-oriented and able to work independently.
- Must be able to lift and shelve books both on tall shelves and at ground level.
- Must be able to lift and move heavy book carts and bins.
- Must be 14 years or older

Education Requirements: High school student or High School Diploma

How to Apply: Applications are available at the circulation desk or on marlboroughpubliclibrary.org. Please submit a cover letter and completed Page Application to Christine Amatrudo by Tuesday, May 30th. Application materials can be emailed to CAmatrudo@cwmar.org or submitted in person at the circulation desk.

Posted: 5/16/17