



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

## Job Opening: Morning Page

**Job Title:** Morning Page (weekday mornings required year-round).

**Pay Rate:** starts at \$9.80 with steps to \$11.04.

**Type of Position:** Part-Time (maximum 8 hours per week), Non Union; ***Wednesday, Thursday, and Friday morning shifts are required.***

### 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.

### 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](http://marlboroughpubliclibrary.org). Please submit a **cover letter** and completed Page Application to Christine Amatrudo. Application materials can be emailed to [CAmatrudo@cwmar.org](mailto:CAmatrudo@cwmar.org) or submitted in person at the circulation desk.

**Applications will be accepted until the position is filled.**

Posted: 11/1/18