

## Job Opening

### South Brunswick Public Library

Page/Shelver in Borrower Services Department

Part-time/9 hr/week position

Hourly rate: \$14.13/hr

The South Brunswick Public Library is home to a diverse, growing community that values all the services the Library provides. Our staff is dedicated to providing excellent customer service through innovative programming, community engagement and outreach.

Our Library is embarking on a multi-million-dollar construction project to expand and repurpose our building. We are excited to bring new team members aboard as we build our next chapter at the South Brunswick Public Library.

SBPL is seeking a friendly, self-motivated and detail-oriented person to work as a part-time Page/Shelver position in our Borrower Services Department. The ideal candidate should be a team-player and be able to work under minimal supervision.

Hours will include Monday, Tuesday and Thursday evenings.

#### Primary Job Responsibilities:

- Sort books/materials to be shelved and load book trucks
- Shelf books and other material in appropriate areas
- Clear books and other materials from tables, shelves and carrels
- Read and straighten shelves
- Shift and straighten material as necessary
- Other duties as assigned

#### Qualifications:

- Must be at least 16 years of age
- Must be able to speak, write and communicate effectively in English
- Must have the ability to work well with other staff members
- Must be able to see, read and understand titles, call numbers and dates
- Must be able to sort accurately by alphabetical, numerical, chronological, Dewey Decimal order
- Must be able to push or pull loaded book trucks
- Must be able to sit, stand, reach, bend or kneel to place/retrieve books from shelves
- Must be able to work under minimal supervision
- Must be able to understand and follow written and verbal instructions

Please submit job application available on website at [www.sbpl.info](http://www.sbpl.info) along with resume and cover letter to:

Diane Hurley  
Supervisor, Borrower Services  
South Brunswick Library  
110 Kingston Lane  
Monmouth Junction, NJ 08852

Or email to [dhurley@sbpl.info](mailto:dhurley@sbpl.info). Applications are also available at the Borrower Services Desk.

Application deadline is August 23 or until position is filled.

**South Brunswick and the South Brunswick Public Library are Equal Opportunity Employers.**