

LIBRARY PAGE 1, Part-Time, CUPE

(Job # WSPL-2022-008)

Status:	Part-time, Permanent
Date Open:	July 22 2022
Date Closing:	August 10, 2022
Number of Positions:	3
Scheduled hours/shifts:	Up to 8-10 hours per week, evenings and weekends
Salary:	\$15.00 per hour

Position Purpose

Under the direction of the Coordinator of Service Delivery, the Page 1 position is responsible for the return of and placing in proper order, all library materials to the shelves.

Duties & Responsibilities

1. Checks missing books lists for missing items.
2. Checks condition of materials when shelving returns.
3. Shelves items on book carts.
4. Performs shelf-reading duties.
5. Picks up materials after patron usage and re-shelves.
6. Monitors supplies and advises Coordinator when restocking is required.
7. Other duties as assigned.

Qualifications and Requirements

1. Requires completion of high school diploma (grade 12).
2. Requires frequent lifting and carrying of library materials; pushing and pulling of heavily loaded book carts; frequent stooping and reaching.

3. Requires visual discrimination, the ability to read spine labels, and the ability to comprehend the Dewey Decimal Classification System.
4. Ability to utilize various pieces of library equipment, hardware and software.
5. Self-motivated with a professional attitude.
6. This position is required to take every reasonable precaution in the circumstances for the protection of the health and safety of the worker.

How to apply

Please forward your resume in confidence by **August 10, 2022 at 4:30 p.m.** identifying **Job# WSPL-2022-008 Last Name, First Name** in the subject line to anna.kroeplin@wsplibrary.ca . Please ensure your application is saved in one single document in PDF format.

The Whitchurch-Stouffville Public Library is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. We respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

As a result of the COVID-19 pandemic and in support of the Town's commitment to a healthy and safe workplace, the Town has a vaccination requirement for all employees. Successful candidates will be made an offer of employment on the condition of being fully vaccinated against COVID-19. Fully vaccinated is defined as having received all of the required doses of a Health Canada approved vaccine.

Successful candidates will be asked to provide proof of full vaccination. In the event that a candidate is unable to be vaccinated as a result of a ground protected by applicable provincial human rights legislation, the Candidate may submit a written explanation of the ground and any supporting documentation to determine if they are exempt from this requirement.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.