

Huntington Woods Public Library
Library Page, Part-time

Job Description:

A page is responsible for ensuring books, magazines; media and music are out and available for library patrons. A library page gets the materials to their correct locations and keeps them in order.

Qualifications:

- Learn the Dewey Decimal System; this learning takes place in an on-the-job training setting.
- Understand and follow oral and written directions in the English language.
- Work cooperatively with others.
- Sort and file alphabetically and numerically.
- Learn job-related material primarily through oral instruction and observation which takes place mainly in an on-the-job setting.
- Organize, prioritize, and pace duties and tasks throughout a shift.
- Work a flexible schedule including nights and weekends.

Salary: \$9.45/hour

Hours: 6-13 hours per week, including nights and weekends.

Reports To:

Anne Hage

Huntington Woods Public Library

26415 Scotia Rd.

Huntington Woods, MI 48070

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Deadline for applications: August 23, 2019 at 5:00 PM

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