



**POSTION:** Material Handler I / Part-time

**SALARY:** \$9.00

**Hrs/Wk:** 12

The Wheaton Public Library is seeking applicants for the position of Part-time Material Handler I for the Circulation Services Department.

**Applications are available at the Wheaton Public Library**

**GENERAL PURPOSE:** Checks in and sorts all library materials. Shelve and shelf read materials, weeds collections as needed.

**DUTIES AND RESPONSIBILITIES:**

- Check in library materials by emptying bins, scanning, sensitizing, sorting, arranging book trucks
- Sort & prepare materials for shelving
- Shelves materials
- Paging of materials
- Shelf reads and edges (straightens) the collections to maintain a neat, orderly appearance
- Retrieves un-shelved and improperly shelved materials and re-shelves properly
- Shifts items as needed to better utilize shelf space
- Shelve and maintain the new books. Pull new books ready for status change.
- Delivers boxes to appropriate departments
- Straightens public areas of the Library at the end of shift
- Assist in the set up and take down of the meeting rooms.
- Assist in other assigned tasks related in the operation of the Circulation Department.
- Assist patrons mainly in direction/location information when out on the floor and handing them off to other staff when required

**EDUCATION REQUIREMENTS:** High School Degree

**GENERAL PHYSICAL/MENTAL REQUIREMENTS:**

- Manual dexterity, keyboarding & computer experience desirable
- Ability to lift books & materials of varying sizes and weights, lift boxes/bins the weigh up to 35 lbs. and push book trucks weighing up to 150 lbs.
- Test for knowledge of Dewey Decimal System & Alphabetizing is required
- Must be willing to work a flexible schedule including weekend and evening hours
- Must have mental alertness and attention to detail
- Ability to clearly communicate both orally and in writing.
- Friendly, positive attitude and a team player

**TO APPLY:** Qualified individuals interested in this position should submit an application to:

Wheaton Public Library  
ATTN: Business/Human Resources Department  
225 N. Cross St.  
Wheaton, IL 60187  
*The Wheaton Public Library is an equal opportunity employer*

01/16/18