**Make a difference in your community; join the West Chester library aide team!**

 **Hours: Job BL - 10 hours per week, rotating schedule**

**Week One:** Monday 8-12 noon, Tuesday 8-11 am, Wednesday 8-11 am.
**Week Two:** Thursday 8-11 am, Friday 8-11 am, Saturday 8-12 noon.

**Benefits**: Includes required Ohio Public Employees Retirement System retirement plan; required direct deposit; holiday pay; accrued paid time off, and more.

 **Salary:** $8.55 - $9.32 per hour, depending on experience.

 **Description: Job BL**

* Provide excellent customer service
* Shelve library materials in the proper location according to the Dewey Decimal system or alphabetically.
* Maintain shelves by shifting materials.
* Evaluate the condition of materials.
* Check materials in using the automated sorting machine. Reach into bins and place items on carts.
* Sort book drop materials.
* Pull discards, holds, and materials from lists.
* Answer directional questions.
* Clerical duties and other duties as assigned.

**Qualifications:**

* Must be at least 16 years of age.
* Prior computer experience is necessary.
* Must be able to use library equipment such as computers and printers.
* Must be able to use conveyor belt machinery.
* Must be able to file by the Dewey Decimal System and alphabetically.
* Must have attention to detail, be accurate, organized, able to prioritize, multi-task, and have good time management skills.
* Must be able to work independently and with others.
* Must possess sufficient manual dexterity to operate equipment and visual acuity to distinguish letters, words, and numbers for position requirements.
* Must have the ability to move book crates that could weigh up to 75 pounds when full, and move book carts that could weigh up to 200 pounds when full.
* Must have regular and predictable attendance
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**To Apply:** Complete a required MidPointe employment application found at: <https://www.midpointelibrary.org/page/jobs>  Click on Fill Out Job Application Form.  A resume can be attached to the MidPointe application.