MATERIALS ASSISTANT
MEMBER SERVICES DEPARTMENT
Part Time – 15 Hours per Week

We have three openings for an energetic, efficient, organized individual to work as a Materials Assistant. Primary responsibilities include checking-in and shelving library materials, shelf reading to determine materials are in the correct order, pulling holds, and cleaning up and straightening materials. We are an Equal Opportunity Employer and strive to reflect our diverse community through our dedication to equity, diversity, and inclusion. For a complete job description, go to www.palatinelibrary.org

Qualifications include:

- Check in, rough sort, and shelve all library material.
- Answer phones and handle patron inquiries.
- Ability to work with efficiency, skill, accuracy and appropriate speed.
- Customer service experience.
- Ability to stand for many hours and bend, kneel, squat, and reach above shoulder level.
- Some high school or equivalent.
- Must pass library shelving test.

The ideal candidate will be courteous, service oriented, and share our vision of inspiring connection, curiosity, and joy. Candidate will enjoy providing assistance to others and be comfortable working in a team environment. Bilingual skills of Spanish, Polish, Tagalog, or Chinese preferred, but not required.

Physical requirements include walking and standing for extended periods of time. In addition to; speaking, hearing and vision ability sufficient to adequately perform the job, ability to push/pull up to 50 pounds and lift and carry up to 20 pounds occasionally.

Schedule: Monday, Wednesday, Thursday 5-9 pm
One weekend per month: Saturday 9 am-5 pm and Sunday 12-5 pm

Salary: $12.21 per hour

Benefits include eight hours of floating holiday time per year and three hours of sick time per month.

Employment applications are available at www.palatinelibrary.org, at the Welcome Desk at the Main Library, or at any of the branch locations. Please indicate the position you are applying for on the application. Submit completed application to the Human Resources Department or employment@palatinelibrary.org.

October 2022