

BRAMPTON LIBRARY



Working collaboratively with a team of 200+ staff overall, your unique skills and experience complement our future-forward approach to public library service. The work Brampton Library does is at the heart of Canada's ninth largest and second fastest growing city.

With a median age of just 34.7, Brampton is a young, modern city with a well-developed economic base. Exciting and multicultural, people from around the world have come here to live, work and play. Representing more than 170 different cultures and speaking more than 70 languages, Brampton residents deeply value and respond to our free library services and programs. Together we are inspiring connections, in our branches and beyond.

Position:	Shelver
Location:	Brampton, Ontario
Job Type:	Regular, Part-Time
Job Term:	Temporary/Permanent
Job ID:	#30-2019
Posting Status:	Open
Posting Date:	July 10, 2019
Closing Date	July 19, 2019

OVERVIEW

These positions are responsible for sorting, shelving and maintaining library materials according to established procedures.

KEY QUALIFICATIONS

- A minimum of Grade 10 education or equivalent
- Minimum 1 years' Customer Service or related experience
- Submit a Criminal Level 2 Sector Record Check
- Highly organized with the ability to work with little or no supervision
- Ability to perform all the job factors and job duties in a satisfactory manner
- Excellent interpersonal, verbal and written communication skills
- Flexibility.

SCHEDULE AND AVAILABILITY:

- Available for all shifts including mornings, afternoons, evenings and weekends
- Available for all seven (7) branch locations

POSITION SUMMARY AND MAJOR RESPONSIBILITIES

Shelver: Our ideal candidate is passionate about improving the overall in-branch experience of our customers. As part of an agile branch team, the Shelver ensures that materials and collections on branch shelves are placed accurately and in a tidy order.

- Perform duties essential to the achievement of efficient and effective library service
 - Re-shelve materials accurately;
 - Maintain shelf order and tidy collection;
 - Move collections, in quantity, as required;
 - Retrieve reserved materials, as required;
- Require common courtesies when interacting with others
- Contribute to creating a customer-centric, positive, thriving workplace that balances progress with practicality

HOW TO APPLY

- All interested candidates are asked to submit a resume and cover letter and quote **Job ID #30-2019** indicating how they meet the qualifications to careers@bramlib.on.ca
- All offers of employment for this position will be conditional on Criminal Level 2 Sector Checks as required for Brampton Library.
- The Human Resources team would like to thank all individuals for applying; however, only selected applicants will be contacted to participate in the interview process. Due to volume, receipt of applications will not be acknowledged. No phone calls or agencies please.

The Brampton Library is an Equal Opportunity Employer. We are committed to inclusive barrier-free recruitment and selection processes and work environments. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005; the Brampton Library will provide accommodations throughout the recruitment and selection process to applicants with disabilities. If selected to participate in the recruitment process, please inform Human Resources staff of the nature of any accommodation(s) that you may require. Any information received relating to accommodation measures will be addressed confidentially.