Kellogg-Hubbard Library

Job Description

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Job Purpose

The primary purpose of a library page is to ensure that Library materials appear in the proper order on the shelves, so that patrons and staff can find and retrieve them when needed.

Qualifications

Must be a full-time high-school student.

Duties and Responsibilities

- Empty the Library book drop.
- Shelve materials accurately and efficiently, in either the Children’s or Adult Library as assigned.
- Shelf-reads, making sure materials are in proper order.
- Fronts and faces books on shelves as needed.
- Record all hours worked accurately on a timecard.
- Notify the library if you are unavailable for a scheduled shift.