



Louis Bay 2<sup>nd</sup> Library and Community Center  
345 Lafayette Avenue  
Hawthorne, NJ 07506  
973-427-5745

Monica A. Smith  
Director

## JOB POSTING

### Application Deadline: open until filled

**Position:** Page – Adult Circulation  
**Reports to:** Head of Technical Services  
**Location:** Louis Bay 2<sup>nd</sup> Library and Community Center  
**Hours:** Part Time, up to 35 hours per 2 week pay period  
Monday – Friday 8:45AM – 12:15PM  
**Hourly Rate:** \$11.00 / hour  
(Minimum Wage increase to \$12.00 on 01-Jan-2021)

#### Duties:

Shelving materials, shelf reading, retrieving requested materials from a printed list. Ensure consistently tidy facilities; includes ensuring chairs are pushed in, newspapers are organized, shelves are neat, materials are displayed in special book stands, computers are aligned, tables are clean, recycling is set out when due, etc.

Working with written or verbal instructions, prepare meeting rooms for use for outside or in-house programs.

#### Requirements:

Punctual, organized, detail oriented self-starter. Must be physically able to move large tables and chairs on a daily basis. Must be able to push a book cart of up to 100 lbs, bend/stretch to reach bottom/top shelf space, and navigate stairs while carrying up to 25 lbs.

Please make certain that you are able to commit to the scheduled hours before deciding to apply.

Send a cover letter and current resume (in MS Word or PDF format) to the contact below, via email.

Monica A. Smith  
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