

**AMHERST PUBLIC LIBRARY**  
**JOB POSTING**

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<b>Job Title:</b>	Shelving Assistant
<b>Immediate Supervisor:</b>	Circulation Manager
<b>Hours:</b>	Monday, Wednesday and Thursday 4:30pm – 8:30pm, Saturdays 9:30am – 1:30pm, and the occasional Sunday
<b>Pay:</b>	\$8.70 hourly

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Are you obsessed with organizing things? Do you have excellent attention to detail and a love for often tedious work? Are you physically capable of bending, kneeling, and stretching to shelve materials? You may be the perfect candidate for our Shelving Assistant Position!

The Shelving Assistant is responsible for making sure that library materials are shelved in the correct order. This position does not typically work directly with the public, but will frequently interact with the public. The primary duties of the position include shelving materials accurately, retrieving materials from the shelves, straightening, dusting, and other duties as assigned. 18+ only please.

**Education requirements:** High School Diploma

**Physical requirements:** Ability to lift at least fifty pounds, ability to read fine print, ability to push and pull carts of materials, ability to stand for long periods of time, ability to bend, kneel and reach

To apply for this position, visit the “Employment Opportunities” section of the Amherst Public Library to access our employment application. Send the completed application, along with a resume and cover letter, to [circ@amherstpubliclibrary.org](mailto:circ@amherstpubliclibrary.org) or mail to:

Amherst Public Library  
Attn: Circulation Manager  
221 Spring Street  
Amherst, OH 44001

No phone calls, please.