

Berkeley Heights Public Library

Now Hiring - Part Time Circulation Assistants

BHPL is seeking 2 energetic customer-service oriented individuals to join our staff at the Circulation Desk and Children's Department. Mandated Covid-19 protocols are in place.

Responsibilities include:

Providing exceptional customer service to patrons including: checking out library materials, issuing new cards, checking in library materials, locating items for patrons and reserves, and working in the Children's Department.

Answering phones

Performing opening and closing procedures when needed

Shelving library materials

Familiarity with BHPL's website, social media, databases, and other offerings

Assistance with other library projects as needed

Requirements:

Excellent customer assistance skills - both in-person and by telephone

Computer skills

Ability to push library carts and move library materials as needed

Ability to work a flexible schedule including regularly scheduled evenings and weekends

Hours:

Starting at 10 hours per week for training

As Covid-19 restrictions change and BHPL opens fully, hours will increase to a maximum of 18 hours per week including 1 night per week and 1 weekend per month. (Summer hours are reduced so staff hours will also be reduced)

Send resume and 3 references to Stephanie Bakos (sbakos@bhplnj.org) and Ann-Marie Siczka (asieczka@bhplnj.org). Deadline for applications is June 15, 2021.