

# Berkeley Heights Public Library

## Now Hiring – Part Time Circulation Assistant

BHPL is seeking an energetic customer-service oriented individual to join our staff at the Circulation Desk and Children's Department.

### 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 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

Public library experience a plus

### Hours:

Starting at 10 hours per week for training

Once trained, the schedule will be Mondays from 1 – 5pm, Tuesdays from 5 – 9pm, and approximately 1 weekend a month. Hours may increase to a maximum of 18 hours per week as needed. (Summer hours are reduced so staff hours will be reduced as well)

Send resume and 3 references to Stephanie Bakos ([sbakos@bhplnj.org](mailto:sbakos@bhplnj.org)) and Ann-Marie Siczka ([asieczka@bhplnj.org](mailto:asieczka@bhplnj.org)). Deadline for applications is Friday, February 10, 2023.