



Now Hiring:

## Part Time Circulation Assistant

Berkeley Heights Public Library is seeking an energetic and customer-service oriented individual to join our staff at the circulation desk and in the children's department.

### Responsibilities include:

Providing exceptional customer service to patrons including: checking out library materials, issuing new cards, checking in library materials and inspecting for condition, and locating library materials for patrons within the library

Answering phones

Shelving library materials

Performing opening and closing procedures when needed

Familiarity with BHPL's website, databases and other library offerings

Assistance with other library projects as needed

### Requirements:

Excellent customer assistance skills

Computer skills

Ability to push library carts and move library materials as needed

A flexible schedule including regularly scheduled evenings and weekends

### Hours:

Currently 10 hours a week for training

Hours will increase to a maximum of 18 hours per week including 1 night a week and 1 regularly scheduled weekend a month. (Summer hours are reduced so employee hours will be reduced as well).

Please send a resume and 3 references to Stephanie Bakos at [sbakos@bhplnj.org](mailto:sbakos@bhplnj.org) and

Ann-Marie Sieczka at [asieczka@bhplnj.org](mailto:asieczka@bhplnj.org). Applications accepted through October 15, 2023.