Now Hiring:

Part Time Circulation Assistants

Berkeley Heights Public Library is seeking 2 energetic and customer-service oriented individuals to join our staff at the circulation desk and in the children’s department.

Responsibilities include:

Providing exceptional customer service to patrons including but not limited to checking in and out of library materials, collection of fees and fines, registration of library patrons, renewing library patrons, and shelving library materials
Perform general reception duties including fielding in-person and telephone inquiries
Performing opening and closing procedures when needed
Familiarity with BHPL’s website, databases and other library offerings
Must be able to exercise judgement in public service situations and be able to multitask as needed
Assistance with other library projects as needed

Requirements:

Possess customer service experience in a library, office or retail environment
Computer skills and the ability to learn the library software
Ability to push library carts up to 40 pounds and move library materials as needed
A flexible schedule including regularly scheduled evenings and weekends
High school diploma or equivalent

Hours:

Currently 10 hours a week for training

These positions are part-time and could include morning, afternoon and evening shifts in addition you will be part of the rotation with Saturday and Sunday hours usually once a month. There is a possibility to fill in more hours as coverage is needed, including weekdays and nights. (Summer hours are reduced so employee hours will be reduced as well).

Please send a resume with a cover sheet to Ann-Marie Sieczka at asiezka@bhplnj.org. Applications accepted through March 15, 2024.