

# Milford Public Library

330 Family Drive

Milford, MI 48381

p: 248.684.0845 f: 248.684.2923

## EMPLOYMENT OPPORTUNITY

- POSITION:** Shelver (2 positions available)
- DUTIES:** Sort and shelve library materials  
Read shelves to keep materials in order  
Straighten library  
Related duties to make library materials readily available and easily accessible to the public  
Special projects as assigned
- QUALIFICATIONS:** Knowledge of English, spelling, arithmetic  
Ability to take direction willingly  
Ability to learn library skills and routines  
Physical ability to stand, stoop, reach, bend, and carry up to 20 pounds  
Ability to push and pull fully loaded book trucks  
Ability to shelve accurately by alphabetical and numerical sequence  
Ability and skill to understand oral and written instructions and carry out the instructions  
Ability to establish and maintain effective working relationships with associates and supervisors  
Ability to deal with the public with tact and courtesy  
Minimum age of 16 years
- HOURS:** Up to 10 hours per week, including regularly scheduled evening and weekend hours
- SALARY:** \$9.25 per hour
- DEADLINE:** Until filled
- APPLICATION:** Application form available online at [www.milfordlibrary.info](http://www.milfordlibrary.info)  
Applications should be returned to:  
  
Sarah Hatter, Adult Services Librarian ([hatter@milfordlibrary.info](mailto:hatter@milfordlibrary.info))  
Milford Public Library  
330 Family Drive  
Milford, MI 48381

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