

## **JOB DESCRIPTION**

<b>JOB TITLE</b>	<b>Volunteer Shelves</b>
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<b>DATE</b>	
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<b>APPROVED</b>	
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<b>REVISED</b>	
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<b>JOB PURPOSE</b>
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To reshelve materials and to maintain the proper order of materials.

<b>KEY RESPONSIBILITIES</b>
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- Sorts and shelves library materials
- Retain shelf order and maintenance

<b>QUALIFICATIONS</b>
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- Has knowledge and understanding of library filing rules including the Dewey Decimal System (training provided)
- Attention to detail.
- Ability to engage the public in a friendly manner
- Ability to work independently
- Ability to handle several hours of standing, lifting, bending and repeated physical movements required

## **WORKPLACE ENVIRONMENT**

BPL strives to be a workplace which fosters respect for all customers and co-workers, and requires employee commitment to the following:

- Adherence to the legal requirements of all levels of government, e.g. Health and Safety, Human Rights, Harassment, Freedom of Information and Privacy, Workplace Violence, AODA, CASL
- Adherence to the policies and procedures of the Library
- Building and nurturing positive relationships among customers and colleagues
- A culture of teamwork, collaboration and respectful feedback
- A culture of technologically engaged staff
- Accepting and welcoming to all members of our diverse community.