

# External Job Posting, Pickering Public Library

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**Are you passionate about serving and empowering the community? Do you value building positive experiences for library clients? Do you strive to be part of a team that creates belonging and inclusion within the library? Then this role is for you!**

Pickering Public Library is looking for a friendly and reliable **Client Experience Taskforce – Borrower Services** employee. Typically, Taskforce members work 2 – 3 shifts per week. We are looking for a candidate with open availability each day of the week. Candidates will be scheduled to work varying shifts including days, evenings and weekends at any location within the library system.

## Summary:

Responsible for effectively carrying out a variety of library support tasks including: shelving materials; maintaining materials in order; picking up materials from drop boxes; photocopying; searching shelves for items; simple repairs; physically processing books and other materials; and preparing and clearing rooms used for meetings. Creates a welcoming environment for clients by acknowledging and greeting clients while ensuring client areas are clean, clear, tidy, and inviting.

**Salary:** \$15.50 per hour

**Hours:** 8 – 12 hours per week

**Telework arrangement possible in accordance with the Library's Telework Policy.**

## The successful applicant:

Under the direction of library staff:

- Shelves materials and clears drop boxes.
- Maintains materials on shelves in order.
- Photocopying and filing.
- Searches shelves for items from lists.
- Unpacks/packs materials and sorts, following directions.
- Supports programs by assisting with program set-up and take-down of materials and equipment.

Pickering Public Library is committed to inclusive, accessible and barrier-free employment practices and to creating a workplace that reflects and supports the diversity of the community we serve. We encourage and welcome applications from qualified applicants including members of racialized groups, Indigenous Peoples, persons with disabilities, and persons of any sexual orientation or gender identity. Please let us know if you require an accommodation and we will work with you to ensure a barrier-free hiring process. For further information about Accessibility at Pickering Public Library, visit <https://pickeringlibrary.ca/fag/job-opportunities/>.

- Provides simple repairs of library materials.
- May assist with basic directional crowd control and way-finding in the library including escorting clients to staff members who can assist the client.
- Affixes labels, covers, etc., to materials making them physically shelf ready.
- Programs security tags and applies them to materials.
- Other duties consistent with job responsibilities. This may include assisting with clean-ups, moving chairs and tables, refreshment preparation, and minor maintenance tasks such as salting steps and paths.

**Applicants must have:**

- Grade 9 or equivalent.

**Candidates will be scheduled to work varying shifts including days, evenings, and weekends at any location within the library system.**

We thank all applicants for their interest. Please note that only candidates selected for an interview will be contacted. A satisfactory Vulnerable Sector/Criminal Records Check VSC (blue form) is required for most jobs at the library. Please note that job offers will only be made upon successful completion of all background checks.

**Please quote Job ID #E-22 and email your cover letter and resume to: [HR@pickering.ca](mailto:HR@pickering.ca)**

In your cover letter, please detail your availability, strengths and work experience.

**Closing date for applications:** December 5, 2022 by 12 noon.

**Planned starting date:** December 2022