

## Student Shelver (Job Share) – Library

### **About the Role**

- This is a casual paid post in Library Services.
- You will be expected to shelve and tidy for a maximum of one hour per day (unless otherwise agreed with your Manager), Mon-Fri during term-time only.
- You will also share this role with another student, so you will work bi-weekly (i.e. one week on, one week off).
- Preference will be given to candidates who can also commit to providing lunchtime desk cover for 45 minutes on both Saturdays and Sundays, again on a shared basis.

### **Main Responsibilities**

- To maintain regular and reliable attendance, demonstrating commitment to returning items to the shelves in a timely way
- To sort, shelve, and inter-file various library materials with great accuracy according to the library classification system (training will be provided)
- To read shelves for accuracy and re-shelve misplaced items
- To maintain the neat and orderly appearance of library stock on the shelves
- To report items in need of repair to library staff
- To observe the health and safety of self and others when moving trolleys or handling heavy items, etc.
- To provide lunchtime desk cover for 45 minutes on Saturdays and Sundays
- To liaise closely with the student with whom you are sharing the role, to ensure continuous cover
- Any other reasonable duties that library staff may request

### **Person Specification**

- Hard-working, reliable, and willing to be flexible - **Essential**
- Good eye for detail, very high levels of accuracy when re-shelving – **Essential**
- Able to follow instructions and put training into practice - **Essential**
- Personal integrity – **Essential**
- Customer service experience or aptitude - **Desirable**

### **Probationary period**

After two weeks' work (and some additional training, if required) library staff will review how well you meet the above criteria, so it is important that you fulfil your responsibilities to a high standard.