

STUDENT EMPLOYEE OPENING

LIBRARY ANNEX MATERIAL ACQUISITION

- POSITION:** Student Employee
- DUTIES:** Opens boxes and verifies incoming shipments/materials with packing list and invoices. Organizes library materials using distribution cards and book trucks to be cataloged and processed. Other duties as relevant to the responsibilities of the position or as assigned by the supervisor.
- HOURS:** Twenty (20) hours per week,
Monday – Friday, 8:00 am to 5:00 pm.
- QUALIFICATIONS:** Must be 16 years of age or older and enrolled as a student in an accredited educational or vocational program. Must lift up to 50 lbs and push and pull fully loaded book trucks weighing up to 100 lbs.
- WAGE:** \$12.00 per hour
- DEADLINE FOR APPLICATION:** Open
- HOW TO APPLY:** Submit applications/resumes via email to:
Keisha Phillips-Daley
phillips-daleyk@pbclibrary.org

The Palm Beach County Library System is an EO/AA employer, M/F/D/V.

Library Annex
4289 Cherry Road
West Palm Beach 33409
Phone: 649-5500



CONNECT. INSPIRE. ENRICH.



**Palm Beach County
Board of County Commissioners**