



**Town Hall Library
is currently accepting
applications
for
a PAGE (shelver)**

**Please submit your application
by Wednesday, December 29, 2021
for consideration.**

**Page positions start at \$8.00 per hour
and average 4 hours per week,
including evenings and weekend rotation.
High School students are encouraged to apply.**

Tasks may include, but are not limited to—

- Shelf materials using the Dewey Decimal Classification System, as well as alphabetically/numerically.
- Maintain order and neatness to library collections-sorts materials by call number on carts, re-shelves to proper locations, shelf reads, straightens and shifts collections.
- Provide customer service in answering patron inquiries regarding collection locations within the library.
- Perform duties related to opening and closing of the library and other duties as assigned or needed.

Physical Job Demands

- Frequent standing, walking, sitting, kneeling, climbing, and stooping
- Frequent bending, twisting, squatting and reaching
- Using hand(s) for repetitive single grasping, fine manipulation
- Communicating orally in a clear manner
- Pushing and pulling: objects weighing 60-80 pounds on wheels

Questions? Call 262-966-2933 if interested,
or email Beth at bstapleton@townhall.lib.wi.us