

JOB DESCRIPTION

1. JOB TITLE: Guille-Allès Public Library Assistant (Saturdays/Evenings)
[£13.00/hour]

2. RESPONSIBLE TO:

- Duty Manager
- Senior Management Team

3. OVERALL PURPOSE OF JOB:

To ensure the efficient operation of library systems while maintaining a pleasant environment for library users.

4. DUTIES:

Counter Assistant

- Assist Library users in the use of self-service kiosks
- Assist Library users in the issue and return of books at the Counter
- Enroll new members
- Give out information leaflets and advise on how loan system operates
- Receive sundry payments and issue receipts as necessary
- Replace lost or damaged borrower cards
- Deal with any queries that arise and refer on to full-time staff where necessary

Other Duties

- Sort returned items for shelving and repairs
- Shelve returned stock in the library
- Select appropriate books to add to displays
- Tidy allocated stock area and check items for repair or to recommend for withdrawal
- Maintain membership records and amend as necessary
- Staff the Adult and Children's Library Enquiry Desks, as required
- Provide assistance, advice and information to library users, referring to other staff where necessary

JOB SPECIFICATION FOR: Guille-Allès Public Library Assistant (Saturdays/Evenings)

QUALIFICATIONS

General education – 4 GCE “O” Levels, CSE Grade 1, GCSE’s or equivalent
You must be at least 16 years old.

KNOWLEDGE AND SKILLS

Ability to prioritise work

Ability to work in an organised and systematic manner

Ability to work as part of a team and independently when required

An understanding of the role and purpose of the Guille-Allès Library Service