

The Suffolk Cooperative Library System (SCLS) is seeking an individual as a Shipping Aide part time; varied hours; Monday through Friday.

The candidate must have completed tenth grade of high school and any equivalent combination of experience and training to indicate ability to do the work. Salary is \$15.00 per hour. Please see attached job description for details.

SCLS is a 56- member library system in Suffolk County, NY. We are a supportive employer with opportunities to learn and grow in this position.

To apply, send a cover letter and résumé to Suffolk Cooperative Library System Human Resources Office at [sclshr@suffolknet.org](mailto:sclshr@suffolknet.org) by December 16, 2022.

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**FSLA: Non-Exempt**

**DEPARTMENT:** SHIPPING AND MAINTENANCE  
**POSITION TITLE:** SHIPPING AIDE - P/T  
**REPORTS TO:** SECTION SUPERVISOR  
**GENERAL DESCRIPTION:** Assist Shipping with daily sorting of library materials

**ESSENTIAL FUNCTIONS:**

1. Distribution of items picked up daily to proper delivery container.
2. Loading and unloading of vehicle.

**OTHER FUNCTIONS:**

1. May be asked to set up and clean meeting rooms.
2. Performs other functions as required.
3. Performs maintenance work as needed.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Ability to read.
2. Ability to follow oral or written instructions.
3. Ability to lift 65 pounds.
4. Ability to deal tactfully and courteously with others.
5. Ability to use a hand truck.
6. Good manual dexterity.
7. Ability to walk/stand for extended periods of time.
8. Ability to bend and to stretch.

9. Ability to climb a ladder.
10. Ability to make Sustainable work-related decisions.

**REQUIRED EXPERIENCE AND TRAINING:**

1. Completion of tenth grade of high school.
2. Any equivalent combination of experience and training to indicate ability to do the work.