



627 NORTH SUNRISE SERVICE ROAD, P.O. BOX 9000, BELLPORT, NY 11713-9000

The Suffolk Cooperative Library System (SCLS) has an immediate opening for a Part-Time Shipping Aide in our Shipping and Maintenance Department. Hours are Monday through Friday; flexible between 10am and 5pm; approximately 16-25 hours per week.

Starting Salary is \$17.00 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, please send an email to SCLS Human Resources Office at sclshr@suffolknet.org.

DEPARTMENT: SHIPPING AND MAINTENANCE
POSITION TITLE: SHIPPING AIDE - P/T
REPORTS TO: FACILITES MANAGER
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.