



The Library Network

Libraries Working Together

41365 Vincenti Court, Novi, MI 48375
Phone: (248) 536-3100 Fax: (248) 536-3098
Online: <http://tln.lib.mi.us>

Job Posting Delivery Sorter 24 Hours Per week (three 8 hour work days)

DEFINITION:

Position is responsible for the performance of routine tasks involved in the sorting of library materials, supplies and equipment. Positions are part-time.

DISTINGUISHING FEATURES:

Operates under the general supervision of the Distribution Supervisor, but most of the time is remote from any direct supervision.

EXAMPLES OF WORK: (Illustrative only)

Responsible for sorting library materials, placing material into the proper bin, loading bins at or below chest/shoulder level. Pushing full bins down the conveyor line, lifting bins onto cart, stacking bins four high, preparing stacked bins for loading on to the delivery vehicles. Also, unloads bins full of materials from delivery vehicle. Other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS, ABILITIES:

1. Reliability and mature judgment are essential.
2. Ability to communicate effectively, and to relate well with other staff members.
3. Ability to carry out verbal and written instruction.
4. Ability to lift to chest level and carry delivery tubs weighing up to 65 pounds.
5. Ability to work cooperatively with other sorting staff to unload returning delivery trucks.
6. Ability to sort by numeric and alpha codes.

QUALIFICATION FOR APPOINTMENT:

- High school diploma or G.E.D. holder

HOURLY RATE: \$13.69

SCHEDULE: Monday, Tuesday, Wednesday, 3 p.m. – 11 p.m.

BENEFITS:

Paid holiday time, up to 6 days paid time off, per fiscal year.

Immediate opening – Submit application to: Judith Kozakowski, HR Manager, The Library Network, 41365 Vincenti Ct., Novi MI 48375. Application online at <http://tln.org>, under TLN Job Board. Submit via email at: jkozakowski@tln.lib.mi.us, mail, or fax (248) 536-3099. Applications accepted through November 30, 2020.

Due to Covid-19 safety protocols, employees are required to wear a mask, and submit a daily Covid-19 employee self-screening questionnaire.