

Position title	Stock Assistant
Location	Any of the 12 library branches
Responsible to (Department/Library)	Library Customer Service Manager
Role summary	<p>This role involves helping with library stock, putting returned items back on the shelves in the correct order so that they can be borrowed again.</p> <p>Another important part of the role is to meet and greet new customers and to assist people to use the self-service machines.</p>
Responsibilities	<ul style="list-style-type: none"> • To confidently place items in alphabetical or numerical order. • To ensure shelves are neat and tidy. • To meet and greet customers in the library. • To help customers find an item or relevant item section. • To assist customers with the self-service machines.
Skills/ knowledge required	<ul style="list-style-type: none"> • An understanding of the library layout and general organisation. • Able to order books in correct alphabetical/numerical sequence. • Ability to lift and move books with the aid of a trolley. • Willingness to engage with the public and provide assistance when required. • Ability to work without supervision.
Time requirement	1- 2 hours per week

