

**Job Opening
Waltham Public Library**

Student Page – 3 Positions currently available

Duties include: Primarily shelving returned library materials; distributing materials around the library via wheeled carts & elevator; other clerical duties as requested.

Qualifications include: Ability to sort & shelve books, DVDs and other library materials accurately according to Dewey Decimal System and alphabet; Strong communication skills and reliability; the employee must be able to stand, stretch and stoop as well as occasionally lift and/or move up to 30 pounds.

Experience: Middle or High School Students, minimum age 14.

6 - 12 hours/week, Days negotiable, year-round \$15.00/hour

Contact:

Mary Gullotti
Human Resources Department
119 School Street
Waltham MA 02451
(781)314-3356 jobs@city.waltham.ma.us

Please submit City of Waltham Application by:

<https://www.city.waltham.ma.us/human-resources-department/pages/employment-application>