



DATE RECEIVED _____

STAFF MEMBER INITIALS _____

JOB DESCRIPTION

The Brentwood Library seeks friendly, energetic, and customer-oriented individuals that can work well with both children and adults of all ages. Primary duties are to **greet** and assist customers with material selections and information retrieval both in person and by phone, provide circulation services, and assist customers with the library's computer software and programs including basic computer skills (such as using a mouse, copy/paste, flash drives, and saving documents)

Must have a team player attitude, computer skills including MSWord, Internet searching, email, and the ability to independently troubleshoot minor computer problems. Physical ability to bend, reach, and lift light loads (25+ pounds), and pass Act 33/34 clearances. Must be able to work evenings 5 - 8:45 pm, and weekends - Sat 9:45-3:15pm/Sun 11:30-4:15pm

Name _____ Phone _____

Address _____

Borough _____ Zip Code _____

E-Mail _____ HS Graduation Date: _____

Availability to work (days/hours)

Previous Work or Volunteer Experiences and/or Attach Resume

Computer Literacy: Please circle the level that best describes your skills.

Microsoft Word	Advanced	Intermediate	Beginner	No Experience
E-Mail Usage	Advanced	Intermediate	Beginner	No Experience

*Currently all staff and patrons must wear a mask over mouth and nose.