



DATE RECEIVED _____

STAFF MEMBER INITIALS _____

Customer Service Associate - Part-time

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, information retrieval, provide circulation services, and assist customers with the library's computers and technology.

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. Please drop off application at the library or email as an attachment to brentwood@brentwoodpubliclibrary.org.

Name _____ Phone _____

City/Muni: _____ Zip Code _____

E-Mail _____ HS/GED Grad Year: _____

Availability to work - library hours: MTTH 10-8:30, Fr 12-5, Sat 10-3, Sun 12-4 pm.

Current and Previous Work / Volunteer Experience 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
Internet Usage*****	Advanced	Intermediate	Beginner	No Experience
Social Media*****	Advanced	Intermediate	Beginner	No Experience
Basic Tech Skills*****	Advanced	Intermediate	Beginner	No Experience

(cell phone use, texting,
using a mouse, copy/paste, flash drive use, saving documents...)