

SORTER JOB ANNOUNCEMENT

The part time Sorter position is for 25 hours a week, 7:30 a.m. – 12:30 p.m., Monday-Friday. The pay is \$15.00 per hour.

The Sorter position is primarily responsible for sorting library materials by performing the following specifications:

- Sort books, audio-visual materials, and other items into bags and/or bins to be delivered to libraries.
- Bag materials and distribute them to the delivery route holding area.
- Keep the working area clean and free of debris.

Please see the Sorter Job Description for a full description of the Sorter position.

Benefits include Vacation, Personal, Holiday and Sick time.

Interested applicants should submit a resume. The resume can be mailed to 4138 3 Mile Road NW, Grand Rapids, MI 49534, faxed to 616-559-4329 or sent via email to terry@lcoop.org. Interested applicants can also call the Delivery & Facility Manager at 616-559-5253 extension 2002 with any questions about the position or the application process.

LAKELAND LIBRARY COOPERATIVE SORTER JOB DESCRIPTION

JOB SUMMARY

Sorts and routes various types of material. Reports to the Delivery & Facility Manager.

DESCRIPTION OF REPRESENTATIVE DUTIES

(This list is neither inclusive nor exclusive)

- Sort books, audio-visual materials, and other items into bins and/or bags to be delivered to libraries.
- Bags materials and distributes to delivery route holding area.
- Keeps working area clean and free of debris.
- Adjusts work schedule to meet demands of workload.

JOB SPECIFICATIONS

- Ability to read letters and numbers, specifically library codes and routing slips.
- Uses time efficiently.
- Is consistently at work and on time.
- Treats people with respect.
- Ability to apply common sense understanding to carry out written or oral instructions.
- Contributes to building a positive team spirit.
- Demonstrates accuracy and thoroughness.
- Takes responsibility for own actions.
- Performs other duties as assigned.

PHYSICAL REQUIREMENTS

- Lifting delivery bins and bags weighing a maximum of 50 pounds
- While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, stoop, kneel, or crouch.

WORK ENVIRONMENT

Work is performed in a warehouse/garage type environment where the inside temperature fluctuates with the outside weather, most notably getting warm on summer days.

QUALIFICATIONS

Education: High school diploma or general equivalent desirable.