Summary of job responsibilities
The Finkelstein Memorial Library in Spring Valley, NY serves over 100,000 diverse patrons in an urban setting in the middle of suburbia in Rockland County. We are seeking a dynamic individual who will primarily empty book drops and deliver materials to a locker system, as well as to homebound patrons. This Civil Service / Union position is 17-24 hours per week at rate of $19/hour with paid time off available. Schedule includes mornings on Mondays-Saturdays. Reports to Head of Circulation/AV Department.

Job Description
• Drives the busy streets of Spring Valley/East Ramapo safely in all weather conditions.
• Provides friendly, efficient deliveries to homebound patrons.
• Maintains records and reports on vehicle and deliveries.
• Maintains a clean and organized workspace.
• Anticipates needs of department to assist in daily operations after primary tasks are complete.
• Interested in growing and expanding with us!

Knowledge/Skills/Abilities
• Possesses clean driving record.
• Possesses basic knowledge of vehicle mechanics and maintenance.
• Ability to bend in order to empty bins; push heavy book trucks, and lift/carry items.
• Comfortable working outdoors in all weather.
• Strong time management skills required.
• Excellent written and verbal communication skills required.
• Enjoys working with a team and independently.

Minimum qualifications
No formal education or experience is required.

Special requirement:
Possession of a driver’s license appropriate for the kind and size of motor vehicle to be operated.

TO APPLY:
Please email letter of interest and resume to Assistant Director Beth Zambito at bzambito@rcls.org