FRIEND'S CAFÉ ASSISTANT

Hurst Public Library, 901 Precinct Line Road

QUALIFICATIONS

Volunteers must be able to sort and file, have good organizational skills, be dependable, and lift light to medium-weight materials.

Staff and/or Friends members will provide training as needed.

RESPONSIBILITIES

- Organize and maintain bookstore shelves on a weekly basis.
- Replenish book shelves with donated materials.
- Work under the guidance of Library staff or Friends of the Hurst Public Library members.

REQUIREMENTS

- Must be at minimum 18 years old.
- Time commitment: once a week during Library operating hours.
- No criminal record.
- Physical demands
  - Must be able to stand, push, pull, lift (up to 15 lbs.), reach, bend, and stoop for extended periods.
- Mental demands
  - Speak and write clearly.
  - Comprehend, retain, and follow oral and written instructions.
  - Effectively communicate.
- Work environment
  - Volunteer will work inside and be protected from weather conditions.
  - Works in a clean, well-ventilated, and well-lighted environment.
  - Moderate traffic and distractions in the immediate area.

Contact
Hannah Ditgen, Community Services
Senior Management Assistant

hditgen@hursttx.gov
817.788.7310