

JOB OPENING

Substitute

Eatonton-Putnam County Library

309 N. Madison Ave

Eatonton, GA 30124

\$7.25 per hour

Must be Flexible

AS NEED BASIS

Job Duties include, but are not limited to:

- Be thoroughly trained in most operations of the Member Library in order to provide complete library services to the public in the absence of the Library Manager.
- Operates and maintains the circulation desk
- Answering phone calls
- Assisting Patrons
- Handling daily delivery
- Confers with the Library Manager as needed on all aspects of library operations

Applications are available at the Eatonton-Putnam County Library, or they can be downloaded from:

<http://www.uncleremus.org/forms/EmploymentApplication.pdf>