



Employment Opportunity

Warehouse Associate (Temporary Position)

Central Services

St. Peters, MO

We are hiring for a part time **temporary** Warehouse Associate to provide oversight for two warehouses. This position will receive deliveries, enter supply receipts, stock inventory, fill supply requests and make pickups and deliveries. The Warehouse Associate will make bank deposits and retrieve mail from the Post Office and will assist with scheduling and monitoring vehicle maintenance.

Requirements:

- Work to be performed while standing, stooping, walking and sitting
- Ability to lift, carry, push or pull up to 75 pounds
- Ability to perform repetitive tasks to include bending and stretching
- Sufficient clarity of speech and hearing to communicate with others
- Sufficient vision to perform detailed work, read small print and see traffic signs
- High school diploma or equivalent
- Valid Class E (or ability to obtain) Missouri License with a good driving record
- Must be bondable

Pay rate is \$20.21 per hour.

Schedule: Monday through Friday 9:00am-4:30pm (**Every other week**)

*Please note this temporary position has a one week on, one week off rotating schedule.

Applicants should have flexibility to accommodate schedule or branch assignment changes based on the needs of the Library.

Our library branches serve all residents of St. Charles County by providing a robust collection of materials, many programs and events, and superior customer experiences! Every day we get to live our mission: Empowering Minds. Enriching Communities. Inspiring Lifelong Learning. The future looks bright - join us!

For priority consideration, submit a cover letter, resume and a completed [SCCCL application](#) by **Monday, December 15, 2025**. Application materials can be emailed to jobs@stchlibrary.org, or mailed to SCCCL, Human Resources Department, P.O. Box 529, St. Peters, MO 63376. Application materials will be accepted until the position is filled or an acceptable number of qualified candidates have been received.

The St. Charles City-County Library is committed to diversity and inclusion. The Library provides equal employment opportunities to all applicants without regard to race, color, religion, sex, gender identity, national origin, sexual orientation, age, disability, or military status.

12/4/25-12/15/25

Description Number: D4**Position Title:** Warehouse Associate**Salary Grade:** D**FLSA Classification:** Nonexempt**Reports To:** Chief Financial Officer**Revision Date:** 10/15/2024**Position Summary**

Assists day-to-day operations by providing oversight for two warehouses, Central Services and 224 Turner Blvd. This position manages the warehouse by receiving deliveries, entering supply receipts into SmartPO software, stocking inventory, filling supply requests, and making pickups or deliveries to outside businesses. The Warehouse Supervisor also monitors vehicle maintenance and assists with scheduling, and uses a Library vehicle to make bank deposits, retrieve mail from the Post Office and drive between the two warehouses.

Essential Functions

1. Receive and inspect deliveries, record new inventory in SmartPO as it is delivered and store it.
2. Conduct physical inventory, compare results to computerized inventory and reconcile any differences with Purchasing Analyst.
3. Ensure that all stock is stored in correct locations in the warehouse.
4. Fill supply requests from Central Services departments and from library branches.
5. Communicate with purchasing department to maintain accurate supply records.
6. Unbox and prepare book deliveries in a timely manner for Collection Services.
7. Pick up mail from the post office and make bank deposits.

Duties

1. Receive, organize and process delivered supplies.
2. Follow established procedures for recording supply deliveries in SmartPO.
3. Follow established procedures for picking/sending supplies to library branches.
4. Sort mail for delivery to Outreach Services, Interlibrary Loan, and other departments.
5. Assist other departments and/or branches as needed.
6. Follow procedures for maintaining Library vehicles.

Skills

1. Ability to interact in a courteous and professional manner with all customers.
2. Clear knowledge of warehouse operations.
3. Ability to multitask in a fast-paced environment and meet deadlines.
4. Ability to follow verbal and written directions and work independently.
5. Excellent verbal and written communication skills.
6. Excellent organizational skills and attention to detail.
7. Basic office skills for using email, computer applications, inventory data entry and postage meters.
8. Basic general maintenance skills.
9. Ability to observe legal and defensive driving practices and prioritize safety.

Essential Physical Abilities – Accomplished with or without reasonable accommodation.

1. Work is performed while standing, stooping, walking and sitting.
2. Ability to lift, carry, push or pull up to 75 pounds.
3. Ability to perform repetitive bending and stretching.
4. Sufficient clarity of speech and hearing to communicate well with customers.
5. Sufficient vision to perform detailed work, read small print, or see traffic signs.

Education and Experience

1. High school diploma or equivalent. Post-secondary certificate is a plus.
2. Valid Missouri Class E driver's license (or ability to obtain within 14 days of hire) with an excellent driving record required.
3. Must be bondable.

The job description is not intended to be all-inclusive. Employees may perform other related duties as required to meet the ongoing needs of the Library.