



Employment Opportunity

Seasonal Material Handler

20 hours per week

17 Openings

Are you passionate about connecting people with information, thrive in a team environment, and love providing amazing customer service? If so, we have an opportunity for you.

The St. Charles City-County Library is seeking 17 motivated individuals to fill our Seasonal Material Handler roles during our busy summer months. These positions are 20 hours per week with a set schedule for a duration of 9 weeks. Seasonal Material Handlers perform routine manual and clerical functions related to the daily operations of the library. They return materials to their correct locations for customer use and perform light housekeeping duties to keep the branch neat and clean.

Skills needed for this job are:

- Knowledge of general library operations.
- Strong reading skills.
- Ability to file alphabetically and numerically using the Dewey Decimal System.
- Basic office skills: keyboarding, phones, copiers, fax.
- Attention to detail and ability to perform duties with a high level of accuracy.
- Ability to perform tasks at a steady pace to meet established quotas.

Pay rate is \$15.00 per hour, 20 hours a week.

Applicants must complete 8 hours of training between May 26 and May 29.

9-week summer schedule: June 1, 2026 to July 31, 2026

When applying, indicate which openings you are interested in; keep the branch, days, and hours exactly as grouped below. Do not mix and match different combinations when applying.

<u>Branch</u>	Days	Hours	# of Openings
Kathryn Linnemann	Mon, Tues, Wed, Thurs, Fri	9:00am-1:00pm	1 opening
Kathryn Linnemann	Tues, Wed, Thurs, Fri	12:00pm-5:00pm	1 opening
Corporate Parkway	Mon, Tues, Wed, Thurs	9:00am-2:00pm	1 opening

Corporate Parkway	Mon, Tues, Wed, Thurs	12:00pm-5:00pm	1 opening
McClay	Tues, Wed, Thurs, Fri	12:00pm-5:00pm	1 opening
McClay	Mon, Tues, Wed, Thurs, Fri	1:00pm-5:00pm	1 opening
Kisker Road	Mon, Tues, Wed, Thurs, Fri	9:00am-1:00pm	1 opening
Kisker Road	Mon, Tues, Wed, Thurs, Fri	1:00pm-5:00pm	1 opening
Deer Run	Mon, Tues, Wed, Thurs	12:00pm-5:00pm	1 opening
Middendorf-Kredell	Mon, Tues, Wed, Thurs, Fri	9:00am-1:00pm	2 openings
Middendorf-Kredell	Mon, Tues, Wed, Thurs, Fri	1:00pm-5:00pm	2 openings
Spencer Road	Mon, Tues, Wed, Thurs, Fri	9:00am-1:00pm	2 openings
Spencer Road	Mon, Tues, Wed, Thurs, Fri	1:00pm-5:00pm	2 openings

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! The future looks bright - join us!

For consideration, submit a cover letter and resume along with a completed [SCCCL Application](#) by **Monday, April 20, 2026** to jobs@stchlibrary.org, or mail to SCCCL, Human Resources Department, P.O. Box 529, St. Peters, MO 63376. Application materials will be accepted until the positions are filled or an acceptable number of qualified candidates have been received.

We appreciate your interest in the Library, but due to the high volume of responses, we may only be able to contact those applicants that we wish to interview.

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.

The Library Participates in E-Verify.

4/10/26-4/20/26

Please see the following job description for more information.

Description Number: SEA
Position Title: Seasonal Material Handler
Salary Grade: Minimum Wage
FLSA Classification: Nonexempt
Reports To: Circulation Supervisor
Revision Date: March 27, 2026

Position Summary

Perform routine manual and clerical functions related to the daily operations of the library. Returns materials to their correct locations for customer use. Perform light housekeeping duties to keep the branch neat and clean during operational hours. Receives direction and carries out basic tasks with minimal supervision.

Essential Expectations

1. Shelf materials alphabetically or numerically using the Dewey Decimal System.
2. Responsible for shelf reading and dressing shelves.
3. Light housekeeping duties such as dusting shelves and making public areas neat and orderly.
4. Pack or unpack boxes of materials and donations.
5. Register participants and hand out prizes for the Summer Challenge Program.
6. Demonstrate professionalism in all verbal, written and digital communication when interacting with colleagues, supervisors/management, and customers.
7. Practice active listening by giving full attention to others, showing understanding, and responding appropriately.
8. Exhibits professionalism by respecting the decision of supervisors/management and adhering to established policies and procedures.
9. Represents the Library positively and professionally by consistently communicating about the mission, services and staff in a respectful and supportive manner.

Duties

1. Prepare library materials for shelving. Empty book drop and sort materials.
2. Accurately return materials to shelves for public use.
3. Search shelves for claims return, or missing and return items; assist with holds fulfillment.
4. Help customers or direct them to appropriate staff members.
5. May perform other duties as assigned by the supervisor.

Skills

1. Knowledge of general library operations.
2. Strong reading skills.
3. Ability to file alphabetically and numerically using the Dewey Decimal System.
4. Basic office skills: keyboarding, phones, copiers, fax.
5. Attention to detail and ability to perform duties with a high level of accuracy.
6. Ability to perform tasks at a steady pace to meet established quotas.

Essential Physical Abilities, Accomplished with or without reasonable accommodation.

1. Ability to lift and carry materials weighing up to 30 pounds and ability to push or pull carts full of materials.
2. Ability to stand for long periods of time.
3. Ability to reach high or low to return materials to shelves and move through aisles.
4. Sufficient vision to read small print on the spine of books.

Education and Experience

1. Library shelving experience is a plus.
2. Must be 16 years or older.

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.