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