



**Staff Member:**

**Position Title:** Materials Sorter  
**Reports to:** District Services Manager

**Category:** I  
**FLSA:** Non-exempt

**Job Summary:** The materials sorter is responsible for the accurate sorting of crates of library materials for delivery to their next destination, ensuring that libraries have enough crates and destination labels and tracking the number of crates sent out for delivery each day. Ideal job for student or someone needing flexible hours.

**From June 1 through Labor Day (Summer):** The position is part-time, working 2-5 hours per day, up to 20 hours per week, **Monday- Thursday, with occasional Fridays possible.**

**From Labor Day through May 31 (School Year):** The position is part-time, working 2-4 hours per day, up to 20 hours per week, mostly on **Monday through Thursday**. The person may be asked to fill in for the other sorter when they are absent which would require 4-6 hour shifts. Start times are somewhat flexible and negotiable, between 8:30 a.m. and 2:00 p.m.

**Essential Functions**

**All Staff:**

1. Follows the LSLC guiding principles.
2. Meets continuing education goals.
3. Prioritizes work in accordance with departmental goals.
4. Serves as an integral member of and contributes leadership for the Department.
5. Contributes to discussions of departmental activities and presents ideas for improvement.
6. Collaborates and assists with projects outside of Department to further LSLC strategic goals.
7. Resolves member library questions and complaints.
8. Creates documentation and procedures in relation to work.

**Position Specific:**

1. Receives deliveries of crates on a weekday basis.
2. Accurately sorts materials into crates according to destination within a required timeframe.
3. Prepares all sorted crates for pickup by delivery service with proper labeling.
4. Ensures that libraries have sufficient quantities of crates and labels.
5. Tracks the number of crates received and shipped.
6. Keeps workspace clean and well-organized.
7. Performs related or similar duties as directed or assigned.

**Education and Experience:**

1. Ability to read basic English and sort alphabetically and numerically.

**Required Competencies (Knowledge, Skills and Abilities):**

**All Staff:**

1. Able to take direction, manage multiple priorities and prioritize work.
2. Follows and supports LSLC's strategic plan.
3. Willingness to learn new technologies and methods, suggesting new ideas for implementation.
4. Effective communication skills, including but not limited to: Phone, email, in-person etiquette.
5. Proactive and self-motivated problem solver; able to resolve questions and issues from member libraries and the general public in a polite and helpful manner.
6. Ability to work independently or in a group as needs dictate; ability to lead or otherwise assist a team or committee when necessary.
7. Strong organizational skills, including punctuality and attention to detail.
8. Basic knowledge of or quick aptitude in learning how to use standard office software (Microsoft Office/Windows), email and equipment; ability to learn System or industry-specific software and equipment; knowledge of or ability to learn basic website editing.
9. Possession of or the ability to obtain a valid PA Driver's License at employee expense.

**Position Specific:**

1. Good physical condition with the ability to work in such a way as to avoid injury.
2. Ability to lift boxes and crates up to 50 lbs. on a continual basis.
3. Ability to accurately perform alphabetic and numeric sorting.
4. Punctual and reliable.
5. Good organizational and problem-solving skills.
6. A sense of urgency and ability to stay on task.
7. Attention to detail.

**Physical and Environmental Conditions:**

Work typically requires continuous physical effort in the handling of library materials, boxes, crates or equipment. Work will demand strenuous effort in the handling of heavy boxes or crates of library materials. Work requires standing for extended periods of time.

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as warehouses or shipping departments, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, observance or proper lifting technique, observance of fire regulations.

The above job description is not intended as, nor should it be construed as exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions of this job.