



HOWARD COUNTY LIBRARY SYSTEM

Public Education for All

POSITION DESCRIPTION

KidzTable Meal Server

On-call, Hourly \$10.10/hour

RESPONSIBILITY

- Positions Howard County Library System (HCLS) as a major component of public education for all ages
- Effectively lives the Seven Pillars of HCLS' strategic plan (Authentic Values, Strategic Vocabulary, Everyone a Leader, Winning Teamwork, Community Partnerships, The Power of Us, and Fiercely Loyal Customers), motivating others to do so as well
- Fully embraces HCLS' educational mission, effectively communicating our curriculum, which comprises Three Pillars (Self-Directed Education, Research Assistance & Instruction, Instructive & Enlightening Experiences)

ESSENTIAL FUNCTIONS

- Ensure that menu, food bank list and other relevant handouts are displayed in an attractive and convenient manner.
- Prepare required forms before each snack.
- Keep accurate tallies and complete required forms after snack.
- Set up tables and all necessary food components, paper goods and cutlery for snack.
- Hand out snacks to children in a welcoming and friendly manner.
- Ensure children receive all snack components.
- Clean up snack distribution area at end of snack.
- Store supplies in designated area; alert staff when more supplies are needed.
- Follow health and safety guidelines required by Maryland State and Howard County Health Departments.
- May be called upon to shelve materials or complete other duties in the Customer Service Department.
- Regular and predictable attendance.
- Adheres to all policies and procedures.

EDUCATION, EXPERIENCE AND SKILLS

- High school diploma or equivalent certificate
- People skills – ability to work effectively with others and enjoy it
- Demonstrated ability to develop and maintain

effective, collaborative working relationships

- Ability to work quickly and accurately
- Ability to move and unpack boxes quickly and accurately
- Understands and retains detailed instructions
- Ability to perform repetitive tasks efficiently and effectively
- Current valid driver's license
- The President & CEO may substitute demonstrated work-related experience or skills for the specific degree requirement of any position.

PHYSICAL STANDARDS

- Job allows for some variance in work routine
- Requires a lot of standing, bending, reaching, pushing, and walking

ADDITIONAL DETAILS

- Position currently located at the Central Branch
- Works under the supervision of Senior Customer Service staff
- On-call status, with approximately 10 hours per week (Mon- Fri, 2 days, 12:00pm-5:00pm)

INTERESTED?

To apply for this position, please fill out an application bit.ly/HCLS_JobApp available at www.HCLibrary.org (click on Employment at the bottom of the page).

- Please deliver your application via email to jobs@hclibrary.org or mail to:

HCLS Administrative Branch
9411 Frederick Road
Ellicott City, MD 21042

Howard County Library System takes pride in providing equal employment opportunity.