



Newfoundland & Labrador
Public Libraries

Public Employment Opportunity

Storekeeper I Casual Call-In Eligibility List

A.C. Hunter Public Library, PRL Division

Competition Details

Referral Number	PILRB-ESKI-25-72
Employment type	Casual Call-In Eligibility List
Closing Date:	March 19, 2026
Salary (scale)	CG 24: \$23.32 - \$25.68 per hour
No. of Hours	This is casual, on-call work which requires being available for work on short notice daytime, Monday to Friday.

Position Details

Context	https://nlpl.ca/about.html
Duties	This position reports to the Clerk Typist III and is responsible for delivering library materials between branches within the greater St. John's area and through Canada Post. There is responsibility for: daily delivery of inter-branch materials (specifically between the A.C. Hunter Public Library, Marjorie Mews Public Library, Michael Donovan Public Library, Torbay Public Library, Conception Bay South Public Library, Mount Pearl Public Library and Eastern Division Office); delivery of mail to and from Canada Post; maintaining records of fixed assets and vehicle reports; and other clerical duties as assigned. Physical demands for this position are moderate to high and requires lifting.

Merit Criteria

Screening Criteria	<ol style="list-style-type: none">1. Completion of a high school diploma or equivalent2. Experience using a computer3. Experience working as a delivery driver (asset)4. Experience in administrative or clerical work (asset)
Assessment Criteria	<ol style="list-style-type: none">1. Ability to communicate effectively2. Ability to organize time and tasks3. Ability to pay attention to detail5. Interpersonal skills6. Knowledge of computers7. Teamwork8. Professionalism

Conditions of Employment

Conditions of Offer	<ol style="list-style-type: none">1. Recent and satisfactory Criminal Records Check2. A valid Emergency First Aid Certificate. Can be obtained either prior to, or during employment3. A valid driver's license and a clear driver's abstract
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Conditions of Acceptance	<ol style="list-style-type: none">1. Work regularly requires sitting, standing and walking with occasional bending, kneeling, crouching and stretching.2. Work regularly requires fine finger and precision work3. Position requires regular lifting of boxes and library materials up to 25 lbs.4. May be required to obtain valid Emergency First Aid Certificate
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Applicant Information

For more information about this opportunity, please call: Susan Prior at (709) 737-3418 or via email at sprior@nlpl.ca

- Newfoundland and Labrador Public Libraries values diversity in the workplace and is an equal opportunity employer.
- Disability related accommodations and alternate formats are available upon request at any stage of the recruitment process by contacting the Selection Board Chair.
- Newfoundland and Labrador Public Libraries requires all applicants to be legally eligible to work in Canada without sponsorship
- Applications must be received on or before the closing date stated for this job posting.
- Applications that do not clearly demonstrate the required criteria will be screened out.
- All information submitted as part of this application must be factual, complete and current to date of submission.
- This competition may be used to fill future similar vacancies with Newfoundland and Labrador Public Libraries.

How to Apply

Applications, quoting Competition Number PILRB-ESKI-25-72, should be submitted:

By Mail Selection Board Chair
Newfoundland and Labrador Public Libraries
48 St. George's Avenue
Stephenville, NL
A2N 1K9

By Fax (709) 643-0933

By Email jobs@nlpl.ca

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03/04/26