

Moree Community Library

Junior Casual Employee Checklist

Essential

- Current Working with Children Check for Paid employment**

WWCC Number must be provided

- WHS White Card or willingness to complete**

Certificate or Evidence of enrolment in approved course must be provided

- Be able to take direction and maintain confidentiality**

Short description required

- Be readily available to work after school hours, during school holidays and some Saturday shifts**

Short description required

- Demonstrated satisfactory academic results**

Short description required

- Demonstrated ability to work well in a team environment**

Short description required

- Good Communication Skills**

Short example provided

- Willingness to abide by Council's Code of Conduct, Council's WHS and EEO Policies**

Desirable

- Effective time management and organisational skills**

Short description must be provided

- Competence with Internet applications and digital technology platforms (smart phones, tablets, laptops, eReaders)**

Short description required