

# Customer Service Officer/Relief Customer Service Officer (various roles available)

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Location: **Kirklees**

Posted: **24th June 2026**

Employer: **Kirklees Libraries**

Role type: **Full-time employment**

Entry Requirements:



The Kirklees Council Library Service's vision is to widen access, increase involvement and make it easier for people to get involved. The purpose of the service is to provide choice and opportunity, growth and challenge, empowerment, and enjoyment for all our communities.

## Business

Local authority library service

## Pay details

£26,403 - £28,142 pa pro rata

## Hours

Dependent on the role

## Requirements

- Customer service experience
- IT skills
- Good literacy and numeracy skills
- Ability to work on own or as part of a team
- Good communication skills
- Physical ability to be able to lift, carry and deliver bulky items
- Basic DBS check is required

## Minimum age

16

## Description

Day-to-day tasks include:

- Providing customers with reading material
- Answering customer enquiries
- Providing information on books and resources, local information, and Council services
- Managing and promoting stock
- Repairing, labelling and cleaning books
- Helping customers with IT enquiries
- Supporting customers in the use of self-service facilities
- Maintaining building security when opening and closing buildings

## How to apply

Please apply on the council's [website](#).

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## To enquire about this role:

