



Barista (Café Assistant) – Job Posting 7/2018

Please submit a completed LCLS employment application and availability worksheet to the library business office. This position is open until filled.

The primary responsibility of the individual in this position is to provide excellent service to all customers of The Library Café (TLC), located in the Laramie County Library, 2200 Pioneer Avenue. This includes preparation of products according to procedures and standards within time guidelines; maintaining product storage, receiving, stocking, and rotation; maintaining all health, safety, and sanitation regulations as specified by the health department, OSHA regulations and TLC standards. The individual in this position must have a professional demeanor and exceptional public relations skills so as to be an excellent representative of the library to all Café customers. The individual in this position must be able to problem solve, work quickly and accurately, have excellent time management and organizational skills, work independently and have excellent written and oral communication skills. Job description, employment application and availability worksheet are available at www.lclsonline.org/opportunity/work.

Normal workweek will be 15-24 hours per week. The schedule will be made in consultation with the Supervisor, Café Services to ensure the Café is covered during business hours and is fair and equitable among Café employees. Business hours are Monday – Thursday, 7 am-7 pm; Friday, 7 am-6 pm; Saturday, 9 am-5 pm. Occasionally meetings and/or other events may require working hours outside normal business hours.

The salary range for this position is \$10.25- \$13.06 per hour. Library employees may not accept personal tips.

Employees pay into Social Security. The position carries holiday pay, vacation and sick leave. Vacation may not be taken during the first 6 months of employment (prior commitments negotiable). After 6 months the position carries up to 2 weeks of vacation time. The number of weeks of vacation increases with years of service. Employees may join the Cheyenne-Laramie County Employees Federal Credit Union. A deferred compensation plan is available at the employee's option. A vision plan and a prepaid legal services agreement are also available at the employee's cost. Library employees do not pay a sign up fee for YMCA membership if they choose to join.

LCLS is an equal opportunity employer. We support and adhere to the tenets of the Americans with Disabilities Act. LCLS is an at-will employer. LCLS provides a drug-free workplace for its employees in accordance with the requirements of the US Drug-Free Workplace Act of 1988.