



## Job Posting for Cafe Assistant – 03/2021

Working at Laramie County Library System (LCLS) is about joining an award-winning organization that sets the bar for service regionally and nationally. We were named the Library of the Year by Gale/Library Journal in 2008. Our employees serve the people of Laramie County by encouraging and supporting lifelong learning and adventure. With nearly 385,000 visitors to our three locations and bookmobile every year, we provide opportunities that empower everyone to reach their full potential. Come join us!

### JOB SUMMARY

Job Title: Café Assistant

Reports To: Café Manager

Location: 2200 Pioneer Ave., Cheyenne, WY 82001

Pay Grade: 15 (\$9.60 to \$14.39 an hour) with a starting salary of \$11.33

Benefits: This position is eligible for part-time benefits as listed below

Hours: Part-time, 15-24 hours per week

### Summary

The responsibility of the individuals in this position is to provide excellent café services to all customers of The Library Café (TLC), located in the Laramie County Library, 2200 Pioneer Avenue. The individuals 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.

### Minimum Requirements

- At least 16-years old; and
- Ability to remember detailed orders with accuracy.
- Demonstrate proficiency in applying exceptional customer service skills.
- Exhibit good time management and organizational skills.
- Demonstrate excellent written and oral communication skills.
- Ability to problem solve and work independently with limited supervision, with an aptitude for detailed work and proficiency in prioritizing tasks. Ability to maintain a high volume and quantity of work.
- Ability to learn a variety of software programs related to Café and Library operations including word processing, email, online forms, and point of sale.

### Selection Process

This position is open until filled. All applicants must submit an online application at <https://lclsonline.org/work/>. The hiring committee will contact applicants who are selected for interviews. Interviews will be conducted via Zoom. As a courtesy, we notify all applicants when a position is filled. Hiring is contingent on a post-offer criminal history background check.

### Schedule

Normal workweek will be 15-24 hours per week. The schedule will be made in consultation with the Café Manager to ensure the Café is covered during business hours and is fair and equitable among Café employees. Current business hours are Monday – Friday, 9 am-2 pm. Occasionally meetings and/or other events may require working hours outside normal business hours. **Anyone who works for the library must be willing to work anytime the library is open.**

**Benefits**

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 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 discounted vision plan and a prepaid legal services agreement are also available at the employee's cost. Library employees do not pay a signup 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.