



Job Posting for Café Assistant

HOURS & SALARY:

Part-time, non-exempt, 15-18 hours per week

Hiring range: \$12.00 - \$12.50 per hour

Working at Laramie County Library System is about joining an award-winning organization that sets the bar for service regionally and nationally. The 2008 *Gale/Library Journal* Library of the Year, Laramie County Library System serves the people of Laramie County by encouraging and supporting lifelong learning and adventure. With nearly 385,000 annual visitors to our 103,000 sq. ft. main library, two branch libraries, and bookmobile. Come join us in The Library Cafe!

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.

The salary range for this position is \$12.00 - \$12.50 per hour. Library employees may not accept personal tips.

SELECTION PROCESS

This position is open until filled. To apply applicants must complete a *Laramie County Library System Application for Employment* (available at <https://lclsonline.org/application-for-employment-as-shelver-or-cafe-barista/>). The hiring committee will contact applicants who are selected for further testing or interviews. As a courtesy, we notify all applicants by mail when a position is filled. Hiring is contingent on a post-offer criminal history background check.

WORK SCHEDULE

Normal workweek will be 15-18 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. The schedule may consist of early morning, day, weekend and evening hours. **Anyone who works for the library must be willing to work anytime the library is open.** The Library Café hours are currently Monday – Friday 9am to 2pm but may return to normal operating hours as COVID restrictions cease. Normal operating hours are Monday – Thursday 7:45am – 6pm, Friday 7:45am to 5pm and Saturday 9am – 4pm. However, The Library Café may provide catering services to groups using meeting rooms during regular business hours for the *Laramie*



County Library (Cheyenne) which are Monday – Thursday 10:00 a.m. to 9:00 p.m., Friday and Saturday 10:00 a.m. to 6:00 p.m., and Sunday 1:00 p.m. to 5:00 p.m. All library employees are scheduled to attend monthly staff meetings.

NOTE: Due to the nature of this position, weekly schedules will vary, including changes to days off.

BENEFITS

Employees pay into Social Security. These positions carry Holiday Pay, Vacation Leave and Sick Leave. Vacation Leave is accrued based on the number of hours worked, so is not a lump sum but is earned over time. Employees are eligible to use Vacation Leave after six months of employment (prior commitments negotiable). For the first two years, employees earn up to two weeks of Vacation Leave. The number of weeks of Vacation Leave increase with years of service.

Part-time employee additional benefits:

Regular part-time employees who have their own medical insurance coverage may participate in dental insurance at their own expense. A deferred compensation plan (for those who have previously participated in Wyoming Retirement System) is available at the employee's option. A prepaid legal services agreement is also available at the employee's expense. Employees may join the YMCA without an initiation fee. Employees may join the Cheyenne-Laramie County Employees Federal Credit Union.

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. Hiring is contingent on a post-offer background check.