



## Job Posting for Café Assistant

**HOURS & SALARY:** Part-time 18-20 hours per week, with a starting salary of \$12.60 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 Library Journal 2008 Library of the Year, Laramie County Library System is a hub for engagement, literacy and learning, and lifelong curiosity and discovery. With nearly 385,000 yearly visitors to a 103,000 sq. ft. central library, two branch libraries, and bookmobile, Laramie County Library System champions a knowledgeable and engaged community. Come join us in The Library Café!

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.

### 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 18-20 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 Monday – Thursday 7:45 a.m. to 6:00 p.m., Friday 7:45 a.m. to 5:00 p.m., and Saturday 10:00 a.m. to 4:00 p.m. 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

This position receives paid time off for 13 holidays, vacation and sick leave, and a personal day. 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 per year. The number of weeks of vacation leave increase with years of service.

Employees pay into Social Security.

*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.*

#### **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) vision coverage, a prepaid legal services agreement and other supplemental insurance options are 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.

#### **QUESTIONS**

For questions about this position, contact Brad Koch (Human Resources Coordinator II) at [Bkoch@lclsonline.org](mailto:Bkoch@lclsonline.org) or 307.773.7123.