



Café Assistant – Fact Sheet 09/2010

Please submit an LCLS employment application and completed availability worksheet to Laura Block by 5 pm on September 10, 2010 to be considered for an interview. Job 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 the business, government and library communities as well as to the citizens of Laramie County. 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 12-20 hours per week. The schedule will be made in consultation with the Assistant Café Manager 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 – 6 pm; Sunday, noon – 5 pm. Occasionally meetings and/or other events may require working hours outside normal business hours.

The salary range for this position is \$8.29- \$12.43 per hour. The hiring range for this position is \$8.83- \$10.36 per hour. Library employees may not accept personal tips.

Employees may join the Cheyenne-Laramie County Federal Credit Union. Employees pay into Social Security. A deferred compensation plan is available at the employee's option. 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 vacation time. (Number of weeks of vacation increases with years of service.) Employee may enroll in the Delta Dental Plan of Wyoming with employee paying full premium. To be eligible for Delta Dental employee and family must have medical coverage. A discounted vision plan and a prepaid legal services agreement are also available at the employee's cost.

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.