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Cafe Volunteer

Reports to: *Sally Thayer* (Nutrition Director)

Location: 657 Middlesex St, Lowell, MA 01851

Job Type: Volunteer

Overview/Position Summary

Cafe volunteers assist in serving a nutritious dinner to about 250 kids every evening. The Club is looking for individuals or groups of 3-5 people who will assist with plating, serving, and cleaning up dinner for our youth at the Club.

Responsibilities/Skills and experience relevant to this position:

- Arrive promptly at 3:45 pm to sign in and meet the Nutrition Manager, Sally
- Help plate the dinners for nearly 250 youth
- Pass out meals to all youth in return for a "thank-you"
- Monitor and interact with youth in the cafe while they enjoy their dinner
- Help tidy up tables and encourage youth to clean up after themselves
- Follow health and safety guidelines as set by the Club

Qualifications

- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Friendly and professional demeanor

Benefits:

- Flexible work schedules and work from home opportunities are available.
- Values and mission driven organization with emphasis on teamwork, fun, integrity, commitment and excellence.
- Interaction with a positive, community minded team, along with amazing young people.

How to respond

- Please submit your resume to **Volunteer Coordinator, Tara Levine**, tara.levine@lbgc.org Tel: (978) 458-4526 x15

Our Hiring Process

- We will review the applications on a rolling basis until the position is filled.
- We will conduct short phone interviews and begin additional interviews per COVID-19 guidelines.
- We will notify you of the result shortly after and send you necessary paperwork.

Equity Statement

The Boys & Girls Club of Greater Lowell is committed to fostering a diverse and inclusive workplace. We are dedicated to hiring employees who reflect the communities we serve, including women, people of color, LGBTQIA+ individuals, and people with disabilities. Boys & Girls Club of Greater Lowell will provide accommodations in all aspects of the hiring process. If you require an accommodation, we will work with you to meet your needs. Boys & Girls Club of Greater Lowell is an Equal Opportunity Employer. People of color, especially those from Lowell, are strongly encouraged to apply.

Disclaimer

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All

offers of employment are contingent on results of a reference and background check.

Hours: Monday- Friday from 3:45 PM and 5:45 PM- *Must be available at least one day per week.*