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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
- 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 Manager, Ani Azur** [ani.azur@lbgc.org](mailto:ani.azur@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.*