

Volunteer Job Description for

Coffee Shop Attendant

Objective: To provide support to Senior Center staff by assisting with regular organization, maintenance and cleaning of coffee shop area.

Duties:

1. Refill coffee and cappuccino dispensers
2. Refill other supplies; creamer, sugar, tea, etc.
3. Clean coffee carafes and equipment
4. Identify depleted supplies

Qualifications: Ability to identify what supplies need to be refilled, willingness to clean and straighten coffee machines and counter area, ability to identify what supplies are depleted and need to be purchased, pleasant manner necessary to welcome members and visitors to the Coffee Shop, appropriate dress

Time Commitment: 1-2 hours per week as available

Training: One-on-one training will be arranged

Accountable to: FASC Staff members