

# Volunteer Position Description

<b>Position Title:</b>	Coffee Barista Assistant
<b>Position Type:</b>	Non-patient Care or Service Personnel
<b>Facility:</b>	Edg ,Flo, Ft.T
<b>Position Summary:</b>	
Assists Barista with providing counter service to customers at coffee kiosk.	
<b>Qualifications:</b>	
<ul style="list-style-type: none"><li>• Must possess warm, friendly smile and have the ability to meet new people and make conversation.</li><li>• Must demonstrate good customer service skills and generate a hospitable/ welcoming persona.</li><li>• Must be able to stand for extended periods of time and bend/ stoop to reach items below counter.</li><li>• Must be able to count money, make change correctly and operate cash register.</li><li>• Must be able to maintain confidentiality.</li></ul>	
<b>Duties &amp; Responsibilities:</b>	
<ul style="list-style-type: none"><li>• Greet and assist patient and visitors in lobby area.</li><li>• Provide counter service to customers at Coffee kiosk.</li><li>• Prepare coffee, serve customers, ring sales, handle cash, re-stock supplies.</li></ul>	
<b>Key Accountabilities:</b>	
<ul style="list-style-type: none"><li>• Maintains patient confidentiality</li><li>• Maintains regular weekly schedule</li><li>• Meets service standards for greeting and serving in under 2 minutes.</li><li>• Correctly directs guests and serves food and beverage items as requested.</li></ul>	
<b>Time Commitment:</b>	
<ul style="list-style-type: none"><li>• One four hour shift per week (8:30a – 12:30p); Monday through Friday only</li></ul>	
<b>Uniform:</b>	
<ul style="list-style-type: none"><li>• Standard Volunteer Uniform</li></ul>	