Volunteer Position: Lakeshore Cafe Volunteer

Reports to: Senior Services Volunteer Coordinator/ Nutrition Program Supervisor/Nutrition Program Specialist

Position Description:
The Broomfield Community Center Lakeshore Café provides a delicious lunch each weekday to community seniors. Lakeshore Cafe volunteers help create an inviting dining atmosphere through courteous customer service. Lakeshore volunteers typically work once a week, and usually the same weekday for the month.

Duties and Responsibilities:
- Provide assistance in Lakeshore Café Monday through Friday from 10:45 a.m. until 1:30 p.m. or until all cleaning assignments have been completed.
- All duties involved with serving lunch: set up tables, plate food, serve food, clear tables, help put away clean dishes and socialize with patrons.
- Must be willing and able to use the VolunteerHub software platform to sign up for or cancel shifts as well as input volunteer hours and update information.
- Represent City and County of Broomfield in a professional manner in keeping with Broomfield policies.
- Must pass a background check.
- Appropriate clothing should be worn. No sleeveless shirts, shorts, or dresses. Closed-toe shoes and hair pulled back are also mandatory.

Qualifications: No experience is necessary. Volunteers should be comfortable conversing with people and able to work with minimal guidance. Able to stand/move for extended periods of time. Be willing and able to follow policies for appropriate behavior as a volunteer for the Broomfield Senior Services Department. Able to work as part of a team and be willing to help complete all duties.

Training Provided: New volunteers will receive a new volunteer orientation on policies and on using VolunteerHub, as well as a tour of the kitchen and facilities. New volunteers will have the opportunity to shadow and observe with a trained volunteer prior to signing up for their first shift.

Benefits for the Volunteer: Excellent opportunity to help improve quality of life in Broomfield and give back to the seniors of the community. Wonderful opportunity to make new friends and be a part of a great organization!

How to Apply: Send an inquiry email to Michelle Peterson at michelle.peterson@broomfield.org for next steps.