

### **Patient Care Volunteers – Coffee Bar**

**Days/Hours:** Weekdays 3:00 – 7:15 p.m., Weekends 9:00 a.m. – 12:30 p.m., 12:30 – 4:00 p.m., 4:00 – 7:45 p.m.

#### **Position Summary:**

1. Make and serve coffee; sell other items such as juice, power bars, or premade individually wrapped food and snacks;
2. Communicate with families, staff, volunteers, and visitors.
3. Receive and distribute new stock.
4. Take periodic inventories to determine ordering levels.
5. Help create biweekly order of all products.
6. Must be able to work independently once trained; follow procedures for opening and closing the Coffee Bar.
7. Will learn debit/credit/cash transactions