



Lunchroom Host Volunteer Position Description

SUMMARY:

Act as a host and point person in the Kentucky Science Center Lunchroom. This role will help animate the flagship facility as an intermediary between staff and guests. The Lunchroom Host will facilitate the lunchrooms space that is reserved for school groups.

KEY RESPONSIBILITIES:

- Prepare daily lunch schedule, organize and move lunch bins
- Manage groups into and out of the lunchroom, maintain the daily schedule
- Maintain a clean and welcoming physical environment, light sweeping and cleaning
- Assist teacher and chaperones with time requirements of the space
- Be knowledgeable about the Kentucky Science Center
- Able to maintain a timed schedule of events

QUALIFICATIONS:

- Must maintain a glowing attitude meeting the visitors' needs
- Organized, dependable and responsible; able to work with limited direct supervision
- Ability to follow verbal and written instructions
- Must pass a background check

TIME COMMITMENT:

Lunchroom Hosts are asked for a minimum service commitment of six months with 8 or more hours of service per month. Available hours are between 10:30am and 2pm Monday – Friday.

TRAINING:

All volunteers participate in the New Volunteer Orientation. Lunchroom Hosts also receive on-the-job training based on individual projects within the departments. Volunteers will also have the opportunity to participate in customer service and emergency procedures trainings as well as a behind the scenes tour of the Science Center.

WORKING CONDITIONS:

- Must be able comfortable standing or walking for extended periods
- Must be able to work in a moderate to noisy work environment
- Must be able to communicate verbally with visitors and staff

The Kentucky Science Center reserves the right to revise this Position Description, as it deems necessary.