



## **JOB DESCRIPTION**

<b>Position Title:</b>	<u>Children's Museum Attendant</u>
<b>Employee Classification:</b>	Full-Time or part-time, hourly
<b>Pay Rate:</b>	\$14-\$19 / hr
<b>Museum Hours:</b>	Monday: 9a - 3:30p Tuesday: 9a - 3:30p Wednesday: 9a - 2:30p Thursday: 9a - 3:30p Friday: 9a - 3:30p Saturday: 9a - 4:30p Sunday: 9a - 4:30p Closed major holidays and powder days
<b>Reports to:</b>	Directors
<b>Supervises:</b>	Volunteers, Children and Adult Participants
<b>Job Summary:</b>	The Children's Museum attendant runs all daily operations at the children's museum, including but not limited to: checking-in customers, collecting payments and running POS system, cleaning the museum throughout the day and at the end of the day.

## **ESSENTIAL DUTIES & RESPONSIBILITIES:**

### **General:**

- Maintain positive communication with all guests, children and adults
- Answer phones, provide information on exhibit & programs, create welcoming environment to visitors and parents
- Maintain a safe and healthy environment
- Responsible for keeping museum exhibit clean and in good appearance throughout the day
- Record petty cash in/out on a daily basis – notify Directors when in need of change
- Responsible for cleaning exhibit facility at end of each day
- Bring items of emergency or importance to the Director's attention
- Record all cash collected on a Daily Report sheet to be deposited

**Safety:**

- Adhere to and enforce Mountain Top Explorium's safety policies, procedures and practices in order to ensure the safety of guests and staff.
- Be aware of important safety practices, and observe, document and report unsafe situations to Directors.
- Participate in safety training and respond to emergencies in an effective and appropriate manner that is consistent with common safety practices.
- Complete accident/incident reports as required.

**EDUCATION, EXPERIENCE, AND FORMAL TRAINING**

- Must be at least 18 years of age
- Must possess a high school diploma or GED equivalent.
- Training and experience in customer service.

**EFFECTIVE DATE**

February 2022

**Note:**

This position description is not intended to be an exclusive list of all of the requirements, duties, tasks, roles or responsibilities associated with the position. Nothing in this position description restricts MTE's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. MTE is an "at will" employer, and MTE employees may be separated from MTE employment at any time and at the discretion of management.

Mountain Top Explorium is an Equal Employment Opportunity Employer. MTE does not discriminate against applicants or employees on the basis of age, race, gender, color, religion, national origin, disability, sexual orientation or any other status protected by federal, state or local law.