

Visitor Services Safety Greeter

Reports to: Guest Services Manager

FLSA: Hourly, non-exempt

Summary: Employees in these positions serve as the public (and often first) face of the Gardens for our guests. They are expected to provide a welcoming entrée to the Visitor Center or the Café, ensuring that guests adhere to face-covering protocols while also limiting the number of guests in both the Gardeshop and restroom facilities, the latter including sanitizing.

Essential Functions: *(This job requires the performance of the following tasks, with or without accommodation. Incumbents may be regularly or occasionally required to assume additional responsibilities or perform additional tasks.)*

Gardeshop Greeter

The Gardeshop Greeter is stationed outside the Gardeshop doors in the Visitor Center lobby where he/she ensures that all guests are wearing a face covering. They engage guests in light, informative conversation and maintain a limit of ten shoppers in the Gardeshop at any one time. Perform other duties as assigned.

Restroom Greeter

The Restroom Greeter is stationed outside the restroom doors, either at the Visitor Center or the Café where he/she ensures that all guests are wearing a face covering as they enter and limiting the number of guests using the facilities at any one time. In addition, the Restroom Greeter is responsible for sanitizing the restroom every 30 minutes. Perform other duties as assigned.

Qualifications:

- Niceness
- Excellent customer service skills
- Verbal communication skills
- Teamwork orientation
- Ability to stand for long periods
- A desire to learn more about the Gardens
- Familiarity with the Gardens is a plus

Work schedule: This is a 40 hour/week seasonal position, beginning immediately and continuing until the Gardens' closure in October. The anticipated schedule will be **Gardeshop Greeter: Saturday and**

Sunday, 11-5:00 pm, plus Restroom Greeter: Saturday and Sunday, 9-11:00 am; Friday, Monday, and Tuesday, 9-5:00 pm.

Physical and environmental factors:

- Prolonged standing
- May be exposed to heat, humidity, cold, or wet conditions according to the weather
- Must wear personal protective equipment appropriate to the assignment, such as mask/face shield and gloves
- Will use cleaning solutions

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, the company reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances dictate (such as emergencies, changes in personnel, work load, rush jobs, or technological developments).

Apply to Amanda Russell, Manager of Guest Services, by sending your letter of interest and resume to arussell@mainegardens.org. Review of applications will begin immediately and continue until position is filled.

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