

## **VISITOR CENTER ATTENDANT**

**DISTINGUISHING FEATURES OF THE CLASS:** The Visitor Center Attendant is responsible for the upkeep and maintenance of the Endicott Visitor Center and Community Meeting Hall. The incumbent opens and closes buildings as needed, cleans and maintains the inside and outside property including gardening. The work also involves assisting the Visitor Center Coordinator with greeting customers, answering visitor questions, registering customers for special events and tours, and preparing simple reports as needed. Work is performed under the direct supervision of the Visitor Center Coordinator. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Performs light cleaning such as sweeping and/or mopping floors, cleaning glass, dusting, and cleaning restrooms;  
Cares for plants inside the building as well as seasonal flowers boxes, planters and gardens;  
Monitors and keeps brochure racks stocked;  
Assists customers in reserving property for special occasions, open houses, community events, meetings, etc.;  
Answers the phone and greets visitors assisting them with general information;  
Interacts with visitors and ensures that they have a pleasant and positive experience.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Ability to perform simple custodial tasks;  
Ability to give and follow simple oral and written directions;  
Ability to communicate with the public and get along with others;  
Initiative,  
Courtesy;  
Tact.

**MINIMUM QUALIFICATIONS:** NONE