

WORCESTER COUNTY JOB OPPORTUNITIES

DEPARTMENT: TOURISM
JOB TITLE: WELCOME CENTER- GREETER
SALARY/GRADE: GRADE 8 /STEP 1 \$12.39 HOURLY, PART-TIME
(CONTRACTUAL)
APPLICATION PERIOD: UNTIL FILLED

JOB SUMMARY: Welcome Center Greeters assist and report directly to the Welcome Center Manager in maintaining pleasant and efficient daily operation and orderly environment. Provide visitors with information on travel related opportunities within Worcester County and surrounding areas.

GENERAL REQUIREMENTS

- Pre-employment background check.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Greets the public in a friendly and courteous manner upon their entrance to Welcome Center.
- Provide promotional materials, brochures, and advertisements outlining events and points of interest.
- Demonstrate effective communication skills regarding visitor questions.
- Maintain orderly records for statistical reporting.
- Must be able to maintain a professional and pleasant attitude at all times.
- Assist in presentation and maintenance of adequate supplies of travel materials/brochures.
- Adhere to the Worcester County Government Personnel Rules & Regulations;
- Performs all other duties as assigned.

QUALIFICATIONS AND SKILLS

- Knowledge of Worcester County and surrounding areas of interest
- High School Graduate or Equivalent.
- Exceptional oral and written communication skills.
- Ability to work with a diversity of people.

SAFETY ANALYSIS

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)

Constant sitting, Frequent standing, Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting ,up to 10 lbs. No known significant hazard risk.