



GREENFIELD
PARKS &
RECREATION

POSITION: Riley Home Hostess/Interpreter

DEPARTMENT: Parks and Recreation

REPORTS TO: Parks Director & Riley Home Curator

WORK SCHEDULE: 11:00 a.m. - 4:00 p.m. Tue-Sat during season; some evenings, and weekends and holidays}

DATE WRITTEN: May 2002 **STATUS:** Part-time Seasonal

DATE REVISED: February 2023 **STATUS:** Non-Exempt

DATE REVIEWED: October 2024

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Greenfield provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodations to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Hostess for the City of Greenfield's Riley Boyhood Home and Museum facility. Incumbent works under the Parks Director and Riley Home Curator and is responsible for tours, dialogue, visitor experience and keeping the memory of James Whitcomb Riley alive.

Main Focus: Making visitors feel welcome. Communicate well with the public when giving tours or in the gift shop. Able to handle money and operate the cash register.

Essential Functions:

- Able to handle money and operate cash register
- Able to complete daily report
- Ability to get along with co-workers
- Able to climb stairs throughout the day
- Must be able to walk and stand for long periods of time
- Must be organized
- Greet people with enthusiasm
- Performs related job duties as assigned.

Specific Duties:

- Turn the alarm system on when you arrive and reset when you leave
- Communicate with Parks Department as needed
- Check answering machine each morning. Take down tour information on sheet provided. Call person back if necessary.
- All tour fees need to be paid in advance in the gift shop
- All tours need to be recorded in the appointment book
- Each day you will need to count the start-up money.

- Stamp back of all checks with stamp provided
- Money collected each day will be put in a money bag and left for a Park Employee to pick up
- Complete your timesheet every day you work. Timesheet will be put with the deposit money in the bag on Thursday every two weeks
- Monthly work schedules will be distributed as necessary
- Do not loan any items from the Riley Complex. If necessary speak with the Riley Old Home Society
- If an injury occurs, Visitor or Employee, complete the form furnished and leave with the deposit. Notify the Parks Department after treatment has been administered
- Housekeeping duties as described
- Inform Parks Department of any type of supplies needed
- Work order forms are to be filled out and put with the deposit money bag

Cashier Duties:

- Must have retail/cash register experience.
- Must be able to stand and walk for periods of time.
- Must be able to communicate with the public.
- Must be able to communicate with school age children.
- Must be able to work April – October each year.
- Hours are 11am – 4pm Tuesday – Saturday.
- If we have school tours that would like to have a tour at 10am or on a Monday, we will work around this, but try and schedule tours for when we are open.
- Work at least 3 days a week with one to two Saturday's a month.
- Specialized knowledge of work methods used and the ability to relate this knowledge to others. This includes the proper safety procedures to use in specific maintenance work.

Difficult of Work:

Incumbent must be able to climb stairs, stand for a long period of time, be energetic when giving tours, knowledgeable in the history of James Whitcomb Riley and be able to share facts and details about his life in Greenfield.

Responsibilities:

Incumbent performs according to standard practice of the professional field. Incumbent receives general supervision and discusses with Parks Director and/or Riley Home Coordinator unusual/unprecedented situations. Incumbent's work is reviewed primarily for attainment of department goals and objectives.

APPLICATION/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of Riley Home Hostess for the City of Greenfield Parks and Recreations Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and comply with all job duties, requirements and responsibilities contained herein.

Is there anything that would keep you from meeting the job duties and requirements as outline?
Yes_____ No_____

Applicant/Employee Signature

Date