

FRONT DESK STAFF

Quidi Vidi Village Plantation

JOB DESCRIPTION

Front Desk Staff at the Quidi Vidi Village Plantation work as employees of the Anna Templeton Centre and report to that organization's Executive Director.

Duties and Responsibilities

Front Desk Staff are responsible to ensure the opening and closing of the Plantation at the prescribed public hours. This includes the tasks for opening and closing as noted on the provided checklist.

Responsibilities of Front Desk Staff include, but may not be restricted to:

- Greeting members of the visiting public, telling them about the Plantation and inviting them to visit any public displays on the main floor and the studios on the second floor.
- Making note of the number of visitors to the Plantation in the format established
- Answering the front desk telephone and responding to inquiries
- Ensuring that the front desk area is tidy at all times
- Encouraging visitors to sign the guest book, leaving their email addresses for an upcoming monthly newsletter from Plantation
- Referring inquiries regarding use of building to Beverly Barbour at the Anna Templeton Centre. Generally, non-craft activities are NOT permitted (i.e. no weddings, no receptions, and no photography sessions)
- Abiding by policies and procedures established for the Quidi Vidi Village Plantation

Front Desk Staff are encouraged to read all materials in the Plantation Policy Manual held at the Front Desk. In addition to policies and procedures, this Manual contains information about the history, purpose and operations of the Plantation which will be useful in responding to questions that may be posed by visitors.