



**JOB DESCRIPTION**

**JOB TITLE:** Admissions Attendant

**LOCATION:** Crich Tramway Village

**REPORTS TO:** Admissions Supervisor

**PRINCIPAL PURPOSE:** To provide a high standard of Customer Service to Museum Visitors.

**SCOPE OF WORK:**

- 1. To meet and greet visitors in a friendly and welcoming manner.
- 2. To process visitor transactions accurately, efficiently and with due integrity.
- 3. To provide accurate information to visitors, enabling them to maximize their enjoyment of the Museum and facilities offered.
- 4. To process end of day financial transactions in accordance with agreed procedures.

**BUDGET RESPONSIBILITIES:** None

**SUBORDINATES:** None

**RELATIONSHIPS:**

**INTERNAL:** All other Museum Personnel

**EXTERNAL:** Museum Visitors

**Job Holder:**

Signed:.....

Date:.....

**Manager:**

Signed:.....

Date:.....