



**THE CANADIAN POTATO MUSEUM**  
& P.E.I. POTATO COUNTRY KITCHEN

<b>JOB TITLE:</b>	Front Desk Attendant	<b>SUPERVISOR:</b>	Manager
<b>ORGANIZATION:</b>	The Canadian Potato Museum	<b>LAST REVISED:</b>	January 2012
<b>LOCATION:</b>		<b>EMPLOYEE NAME:</b>	

**JOB DESCRIPTION**

**MISSION**

The Canadian Potato Museum will create a dynamic new travel destination value for the community of O’Leary and the North Cape Coastal Drive.

**VISION**

To always strive towards making the a visit to the Canadian Potato Museum one of the most entertaining, educational and enriching travel experiences on Prince Edward Island.

**ROLE AND RESPONSIBILITIES**

The primary function of the Front Desk Attendant is to collect admission sales in a professional manner and to interact with visitors in such a way as to enhance their visit, ensuring that it is both safe and enjoyable. To accomplish this, the Front Desk Attendant will be responsible for:

- Being the first point of contact and welcoming visitors to The Canadian Potato Museum
- Visitor information (Welcome Centre) – recommend various areas of interest to visitors, place to eat, accommodations etc
- Answer phone questions etc
- Provide customer service when needed
- Provide general information and an orientation about the museum experience
- Collect admission fees
- Open and close cash registers with a balance drawer at end of day
- Collect data for statistics
- Monitor different areas on the facility for safety and security
- Perform any special tasks or requirements as directed by site Manager
- Maintain clean and tidy counter area, lobby, floors, and bathrooms, brochure racks
- Wear supplied uniform and ensure cleanliness and professionalism of appearance
- All other duties as requested



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**QUALIFICATIONS**

Good interpersonal and customer service skills, detail orientated, self-motivated, good time management skills.

High School Diploma or equivalent with 1-2 years of working with the public considered an asset. Ability to work alone or with a team. Good interpersonal, communication and organizational skills.

Approved By:		Date:	
Accepted By:		Date:	