

# **New Orleans City Park Full-time Job Vacancy Notice: Tolmas Center & City Oaks Guest Services Attendant**



New Orleans City Park is seeking a full-time Guest Services Attendant to assist guests with general Park information as well as the selection and purchasing of merchandise in the Tolmas Center and Botanical Garden and City Oaks gift shops.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Greets guests and provides outstanding customer service.
- Stocks and refreshes printed information station and supplies general information about City Park to the public.
- Restocks shelves with merchandise.
- Sells admission tickets and ride bands, memberships and season passes, concert tickets, educational programs, photo permits, and gift shop merchandise.
- Utilizes the POS system to ring up purchases, administer change, and maintain inventory and merchandise pricing.
- Completes cash reconciliation form at end of the day.
- May be required to open and close bank.
- Checks bathroom supplies daily, making sure bathrooms are stocked.
- Picks up trash daily and cleans out garbage cans where necessary.
- Identifies potential safety concerns and repairs to the Garden Safety Officer.
- Other duties assigned by the Tolmas Center manager.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities

## **EDUCATION and/or EXPERIENCE**

- High school diploma or general education degree (GED); or one to three months related experience and/or training or equivalent combination of education and experience.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

\*New Orleans City Park is an agency of the State of Louisiana. Applicants must be able to pass both a background check and drug test. To apply you may email your resume to City Park's Human Resources department at [hr@nocp.org](mailto:hr@nocp.org), or you may complete an application at the City Park Administration building located at 1 Palm Drive in City Park, Monday through Friday between 8:30 a.m. and 4:30 p.m.