NEW EMPLOYMENT OPPORTUNITIES
Please apply directly to kendra@vanderbiltmuseum.org

Job Title: Gate Greeter/Part-time

Summary: The Suffolk County Vanderbilt Museum and Reichert Planetarium is seeking a reliable part-time Gate Greeter to join our team and provide a welcoming environment for our guests and visitors as they arrive at the entrance gate. This position serves as a first point of contact and creates a positive first impression by providing friendly, professional, and courteous customer service. The Gate Greeter assists with guest entry, provides general information, and helps maintain an organized and welcoming entrance area.

Location: Suffolk County Vanderbilt Museum and Reichert Planetarium, 180 Little Neck Rd., Centerport, NY 11721

Status: Non-exempt
Range: $18.00 to $20.00 per hour

Hours: Year-round part-time position, **Saturday and Sunday**, 10:30 AM – 4:30 PM shift

Duties and Responsibilities:

- Greet all guests in a friendly, professional and welcoming manner.
- Answer general questions and provide information
- Direct guests to appropriate locations, parking areas, entrances or designated facilities.
- Assist guests who may need additional directions or accommodation.
- Escort visitors, vendors and contractors, as necessary.
- Transport visitors via golf cart.
- Disseminate packages and mail among various departments.
- Identify and report unusual activity, security concerns, or safety hazards to the appropriate supervisor.
- Keep work area in security guard booth neat and tidy.
- Communicate effectively with supervisors and other staff members.
- Must be available to work weekends as stated.
- Perform other related duties as assigned.

Skills:
Excellent customer service and communication skills
Friendly, approachable and professional demeanor
Ability to remain calm and courteous in busy or stressful situations
Ability to stand for extended periods of time
Reliable, punctual and dependable

Experience:
Minimum of 1-2 years of customer service or customer-facing experience (Preferred)
Local residency (Preferred)
Valid NYS Driver License (Required)
Trained in CPR/AED/First Aid A+

Smoking is prohibited on Suffolk County property.

The Suffolk County Vanderbilt Museum and Reichert Planetarium is an Equal Opportunity Employer.